



# Welcome

Dear Pitzer Students:

Welcome back to all returning students and a very special welcome to all new students. I am glad that you have chosen to continue your education here at Pitzer College. The distinctive qualities and talents you possess enhance our intellectually and culturally diverse campus.

I encourage each of you to become involved in campus life in some way. However you choose to become involved – be it in athletics, student government, academic research, or in any of the myriad clubs and activities – you will undoubtedly learn and grow personally. It is a fact that college students who are involved in meaningful out-of-class activities are more satisfied and perform better academically than those who choose not to participate.

This student handbook will provide you with information that will enhance your experience at Pitzer. It contains important information on campus resources as well as college policies. Please read it and keep it as a reference.

Best wishes for a successful and rewarding academic year.

Jim Marchant  
*Dean of Students*  
*Vice President of Student Affairs*

*The Pitzer College Student Handbook is published by the Office of Student Affairs. It is a compendium of policies and procedures, including the Code of Student Conduct, for Pitzer College students and a reference for student life at Pitzer College. The information contained in this Student Handbook is subject to change without published notice. Such changes may result from action by the Office of Student Affairs, the President, Trustees, or the College Council of Pitzer College.*

Pitzer College  
Office of Student Affairs  
1050 N. Mills Avenue  
Claremont, CA 91711  
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# Campus Directory

**From off campus, all extensions beginning with 7, dial 607  
and those beginning with 1, dial 621**

Academic Support Services	Scott Hall	x73553
Admissions	Broad Center 101	x18129
Alcohol Education and Referral	Substance Abuse Coordinator	x77152
	Health Education Outreach	x73602
Alumni Office	McConnell 320	x18130
Athletics	Pomona College-Rains Center	x18016
ATM Machines	Huntley Bookstore	x71502
	Smith Campus Center	x18611
Auto/Bicycle Registration	Campus Safety	x18170
Audio Visual	Avery 102	x72638
Baxter Medical Center	175 E. 6 <sup>th</sup> Street	x18222
Bridges Auditorium	400 N. College Way	x18031
Campus Safety	251 E. 11 <sup>th</sup> Street	
Emergency		x72000
General Information		x18170
Career Services	Mead Hall	x18519
Center for Asian Pacific American Students (CAPAS)	Mead Hall	x79816
Chaplains Office	McAlister Center	x72937
Chicano/Latino Student Affairs	655 N. Dartmouth	x18044
Collage	Huntley Basement	x73646
Dean of Faculty	Fletcher 204	x18217
Dean of Students	Scott Hall 130	x18241
Development	McConnell 323	x18130
Dining Hall	McConnell	x72788
Duplicating	Bernard 111	x18461
External Studies	Scott 110	x18104
Facilities/Maintenance	McConnell-Basement	x72226
Faculty Secretaries	Bernard	x18218
	Fletcher	x73061
Financial Aid	Scott 127	x73822
Fletcher Jones Language and Cultural Laboratory	Broad Hall 210	x74001
Gold Student Center Service Desk	Gold Student Center	x73900
Grove House Kitchen	Grove House	x73654
Grove House Caretaker	Grove House	x73655
Health Education Outreach	McAlister Center	x73602
Housing	Scott Hall	x73132
Huntley Bookstore	175 E. 8 <sup>th</sup> Street	x71502
Information, Campus Operator	-	x73344
Information Technology	Broad Hall	x18504
International Place	Claremont McKenna College	x73910

## CAMPUS DIRECTORY

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International Student Advisor	Scott 110	x18308
Language Institute	Scott Hall 110	x18104
Libraries		
Dennison	Scripps College	x73941
Honnold/Mudd	8 <sup>th</sup> and Dartmouth	x18372
Seeley G. Mudd Science	Pomona College	x73492
Sprague	Harvey Mudd College	x73921
Mail Room	McConnell-Basement	x73827
Meal Card	Scripps College-Steele 201	x72323
New Resources Lounge	Mead Hall	x79860
Office of Black Student Affairs	139 E. 7 <sup>th</sup> Street	x73669
Pendleton Business Office	747 N. Dartmouth	x18038
Pitzer Activities (PACT)	Gold Student Center	x73321
Pitzer Press	Avery 106	x18219
President	Broad Center 217	x18198
Program in American College English (PACE)	Scott 110	x73278
Public Affairs	Avery	x18219
Rains Physical Education Center	220 E. 6 <sup>th</sup> Street	x18016
Registrar's Office	Scott 101	x72650
Student Accounts	Scott Hall	x18191
Student Health Services	175 E. Street	x18222
Student Senate Office	Gold Student Center	x73652
Substance Abuse Education and Outreach Coordinator	Mead Hall 107	x77152
Treasurer's Office	McConnell 310	x18243
Volunteer Opportunities	McAlister Center	x72937
Women's Center	Grove House	x73653
Writing Skills Center	Sanborn C1	x74321

### Emergency Numbers

Campus Safety	x72000
Non-emergency	621-8170
Claremont Police Department	626-1296
Claremont Fire Department	626-7351
Baxter Health Center	x18222
Pomona Valley Community Hospital Emergency Room	865-9500
San Antonio Community Hospital Emergency Room	985-2811
Monsour Counseling Center	x18202
Poison Control	(213) 484-5151
AIDS Hotline	(800) 922-2437
House of Ruth (Hotline for Battered Women)	988-5559
Project SISTER (Sexual Assault Hotline)	626-HELP
Crisis and Chemical Dependency Hotline	(800) 333-4313

**Sanborn Hall/Brighton Park Hall Director**

Jeanette Anderson	Sanborn Hall, Apt. B	x74118
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**Holden Hall Director**

Heather Simmons	Holden Hall, Apt. L	x74119
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**Mead Hall Director**

Lafayette Baker	Mead Hall, Apt. Z	x74110
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**Resident Advisors (RA's)***Sanborn Hall:*

Evan Doty	A101	A-1/D-1	x74190
Jason Rivera	B222	B-2/C-2	x76195
Ian Simmons	C141	B-1/C-1	x76230
Liz Whippy	D263	A-2/D-2	x74187

*Holden Hall:*

Mina Manchester	J205	J2/M2	x76074
Alex Will	K224	K2/L2	x77080
Rachel Gibbs	L141	K1/L1	x77769
LaRoy Smith	M171	J1/M1	x76092

*Mead Hall:*

Carmen Kiew	Ly333	Ly Tower	x76152
Chris Snipes	W315	W Tower	x74682
Salitha Philip	Lx231	Lx Tower	x78050
Carson Halley	X301	X Tower	x74524
Danny Scheinkman	Y311	Y Tower	x72405
Ginger Bellerud	Z303	Z Tower	x76070



# Pitzer Campus Resources

## Academic Services/Support Programs

The following people can be of assistance to discuss academic and/or personal concerns including help with scheduling, study skills, time management techniques, tutoring, writing assistance, and personal counseling.

*Your Academic Advisor:* Can locate resources and help you develop strategies and options regarding academic problems. Make an appointment or stop by during scheduled office hours.

*Academic Support Services and Tutoring Assistance* (Scott Hall, ext. 73553): Tutoring assistance is provided free of charge to Pitzer students. If you would like tutoring assistance or to become a tutor, visit or call Academic Support Services. If you have a documented learning disability such as dyslexia, attention deficit disorder, hyperactivity disorder, and would like to request accommodations, please make an appointment to meet with Rochelle Brown. Further information regarding documentation, available services, and individual advocacy is also available.

*Office of Black Student Affairs-OBSA* (139 7<sup>th</sup> Street, ext. 73669): Offers academic assistance through tutors, mentors, computer facilities and personal counseling.

*The Center for Asian Pacific American Students-CAPAS* (Mead Hall, ext. 79816): Provides resources to promote and enhance academic, cultural, social, and political experiences for students.

*The Chicano/Latino Student Affairs Center-CLSA* (655 N. Dartmouth Avenue, ext. 18044): CLSA provides various academic support services to assist Chicano/Latino students in achieving academic success

and graduation. This is accomplished by offering academic and social support services which complement existing resources at the Colleges.

*Office of Student Affairs-OSA* (Scott Hall 130, ext. 18241): The Dean or Associate Dean of Students can often provide valuable direction when you have concerns with academics. In addition you could talk to your RA or Hall Director.

*Writing Skills Center* (Sanborn C1, ext. 74321): Jackie Levering Sullivan (Fall 2003), Greg Orfalea (Spring 2004) Director. Tutors are available to help students in all stages of the writing process from choosing a topic through the revision process. The Center also maintains a small reference and audio tape library. Check the Center's web site under Academics on the Pitzer College Home page.

**The Arboretum, John R. Rodman:** Under the Arboretum Manager's direction, the Pitzer Arboretum extends across the northern boundary of the Pitzer campus. Of special note is the cactus garden, which contains many species native to the region.

**Art Openings/Shows:** Pitzer's *Circle Gallery* (Peter and Gloria Gold Student Center), *Salathe Gallery* (McConnell Center basement), *Hinshaw Gallery* (upstairs Grove House) and *Nichols Gallery* (Broad Center) regularly feature student work and professional exhibitions. Additionally, the Claremont Graduate University (CGU, x73631) features both graduate student and professional exhibitions. Other opportunities include the *Lang Art Gallery-Scripps College* x72973, and *Montgomery Gallery-Pomona College* x18283.

**ATM Machines:** There are two ATM machines located on the Claremont Colleges – one at Huntley Bookstore and one at Smith Campus Center, Pomona College. The machine located in Smith Center is accessible 24 hours a day, 365 days a year.

**Athletics, Intercollegiate  
Rains Center**

**ext. 18016**

The Pomona-Pitzer “Sagehens” field men’s and women’s teams in the Southern California Intercollegiate Athletic Conference (SCIAC) in NCAA Division III. The women’s teams include basketball, cross country, soccer, softball, swimming and diving, tennis, track and field, volleyball, and water polo. Men’s teams include baseball, basketball, cross country, football, golf, soccer, swimming and diving, tennis, track and field, and water polo.

**Athletics, Intramural Sports:** Contact the PAct office, x73321, or watch for sign-up sheets for a variety of intramural and casual sports opportunities.

**Audio Visual Office–A/V  
Avery 102**

**ext. 72638**

The Audio Visual Office provides educational support, primarily to faculty members, but is also a resource for students. The office houses a collection of maps, films, and videos. Videos can be viewed in the A/V office, and, under special circumstances, can be checked out for use outside the office (i.e. in classroom presentations). There is also audio equipment that can be reserved for in class use. The Audio Visual office is open Monday through Friday at 8:00 am, and closes Monday through Thursday at 10:00 pm and Friday at 5:00 pm. The office is closed on the weekend.

**Bulletin Boards:** In addition to the special PAct boards in each building, there is a large board on the stairway leading down from the McConnell ground floor to the basement.

**Calendar:** A weekly calendar of 5 College events is sent via email each Wednesday afternoon.

**Catering Services:** Services are available from Dining Services, x79309, or the Grove House with Rachel Vandervorst and the kitchen staff, x73654.

**Center for Asian Pacific American  
Students–CAPAS  
Mead Hall**

**ext. 79816**

The Center for Asian Pacific American Students seeks to enrich and develop social, intellectual and personal growth in our students by providing Asian American resources as well as welcoming, supportive environment. The Center serves as an advocate for the Asian and Pacific Islander community, and promotes an educational dialogue that embraces the unique experiences of ethnic communities, the cultural fabric of our institution.

CAPAS provides resources to promote and enhance academic, cultural, social, and political experiences for students. Through the collaboration of the Asian American Sponsor Program, a student-run mentoring program, students are invited to take part in retreats, tutorials, leadership development, relationship building, and education and career planning. CAPAS is dedicated to diversity by involving all members of the community in its programs and activities. [www.pitzer.edu/capas](http://www.pitzer.edu/capas)

**Center for California Cultural and  
Social Issues–CCCSI  
Bernard Hall Core**

**ext. 78183**

CCCSI supports research and education that contributes to the understanding of critical community issues and enhances the resources of community organization. We offer student summer internships as well as other monetary awards during the academic year.

**Career Services****Mead Hall****ext. 18519**

The mission of Career Services is to assist students in exploring their career options and to provide them with the tools and skills needed to locate internships and jobs. Students are encouraged to review the office's "Four Year Plan" and to use the services as soon as they arrive at Pitzer.

The office provides an array of services including career counseling, mock interviews, graduate school information, alumni contact names, resume writing, job search and interviewing advice, and career-related workshops and seminars. One-on-one appointments can be scheduled with a career counselor and daily walk-in hours are available for brief meetings to address quick career-related questions. Students can participate in the Claremont Colleges On-Campus Recruiting Program that brings employers from various industries to the colleges to interview students for jobs and internships. The office also maintains fellowship files and lists full-time, part-time, on-campus, and summer job opportunities.

A comprehensive resource library houses career planning, occupational, job search, and graduate and professional school books, handouts, and directories. Currently enrolled students can check out many of these resources out overnight during the academic year.

Students are encouraged to participate in internships to gain valuable work experience and skills. The Career Services office has extensive internship resources including an internet database providing access to Pitzer internship listings and thousands of local, national, and international opportunities through several college consortia; numerous directories and resources; and online links to internship websites.

The office is open Monday through Friday, 8:00 am-5:00 pm during the academic year and 8:00 am-noon; 1:00 pm-4:30 pm during the summer months.

*Pitzer Volunteer Group*: also operates under the auspices of the Career Services Office. They act to encourage and foster student involvement in community service projects. The group also sponsors numerous volunteer projects including a food salvaging program, and Habitat for Humanity.

**Club Sports****Rains Center, Pomona College****ext. 77928**

The Claremont Colleges have established a Club Sports Office to assist club sports teams in scheduling fields and facilities for practice and competition. Club sports are those with organized intercollegiate competition, but are not NCAA III sports in the SCIAC conference. To be eligible to use a Claremont College field or facility or to receive funding assistance from the associated student governments, all club sports must register with the Club Sports Office.

**David Bloom Memorial Garden:** Dedicated in April 2003, Pitzer College created a place of natural beauty where family and friends may memorialize alumni, students, faculty, staff, and special friends. The momentum to create such a space arose from the loss of a member of the class of '85, David Bloom, who died while on assignment for NBC News covering the war in Iraq. The Garden serves as a wonderful spot to reflect and meditate amongst Pitzer's natural surroundings. The David Bloom Memorial Garden is located on the northwest corner of campus adjacent to Broad Center.

**Dean of Faculty Office**  
**Fletcher Hall 204**  
**ext. 18217**

The Office of the Dean of Faculty oversees all matters related to the curriculum and instruction. Students are expected to discuss problems or concerns related to a course or a grade with the faculty member teaching the course. If the problem persists, the Dean of Faculty can assist in discussing and mediating a resolution.

**Duplicating Services**  
**Bernard 111**  
**ext. 18461, Fax: ext. 18839**

Hours:

Monday – Friday 8:00 am – 5:00 pm  
Lunch 12:00 pm – 1:00 pm

WE DO NOT COPY BOOKS OR NOTE-BOOKS

This can be done at Gold Student Center  
2<sup>nd</sup> Floor, Room 222.

**Emergency Preparedness:** Pitzer College, along with the Claremont Colleges, has in place an extensive emergency preparedness plan which includes emergency response, search and rescue, building inspections, etc. For further information on the plan, please contact the Director of the Gold Student Center at x18376 and/or the Director of Campus Facilities at x72226.

**External Studies Program**  
**Scott Hall 110**  
**ext. 18104**

External Studies (or study abroad, or off-campus study as it is known at other colleges) is an important component of a Pitzer education. Pitzer has designed eight of its own semester programs in Botswana, China, Ecuador, Italy, Nepal, Turkey, Venezuela and the USA (Ontario, CA) and two summer programs in Costa Rica and Japan. Other approved options include semester opportunities in more than eighty programs located in more than forty-five other countries around the world. The External Studies staff advises students

on the options available, assists students through the application process and acts as a liaison between Pitzer students and the institutions that sponsor programs.

In the first or the sophomore year, students are encouraged to attend one of the External Studies information sessions repeated throughout the fall semester to begin planning for an off-campus experience as a junior or as a first semester senior. Some programs have prerequisites that must be taken in order to be eligible so planning ahead is advised. There is one application period for participation in External Studies for the following academic year. The application is a two-step process with a preliminary deadline in the first week of December, and the final deadline for all application materials on the second Monday of February. Both deadlines must be met in order to qualify for participation in External Studies for the following academic year. Late applications can normally not be considered.

The External Studies resource library in Scott 108 contains program brochures, as well as information on various countries, summer programs, and some scholarships. Students may also purchase the International Student Identity Card in the External Studies Office for travel and other discounts.

**Financial Aid Office**  
**Scott Hall 127**  
**ext. 18208**

If you have any questions about your financial aid, your eligibility for financial aid, or financing your education at Pitzer, the Financial Aid Office can answer them. The Financial Aid Office administers grants, loans, and college work-study jobs and can help you interpret your bill, decode a letter from your loan service, or provide a fee waiver for graduate school applications.

Emergency loans for up to \$100 are available on a short-term basis. The application form can be obtained and approved in the Financial Aid Office. Individual financial aid counseling is available by appointment. Please feel free to call or come by any time you have a question or problem with financing or financial aid.

**Films:** First run movies are shown at Claremont McKenna College on Fridays and the School of Theology on Saturdays. Foreign films are sponsored by Oldenborg Residence Hall, FMI call x18018, at Pomona College. Different film series are shown in Avery Auditorium at Pitzer; also, PAct sponsors Sunday night movies.

**Funding:** For detailed specifics on event funding and possible funding sources, please refer to the section of the *Student Handbook* under *Event Resources*.

**The Peter and Gloria Gold Student Center  
Gold Student Center  
ext. 73900**

The Center strives to be the “living room” for Pitzer College, with a staff of students and professionals dedicated to helping you make the most of the resources and opportunities available. The Gold Center staff operates a facility that offers a multitude of ways and places to work, learn, and have fun together.

The Service Desk coordinates operations and provides services including general resource information, equipment, faxing, photocopying, registration, emergency response, check out of basic camping equipment (sleeping bags, tents, stove, tarps, etc.) for a nominal fee, and assistance in creating and distributing publicity materials (flyers, banners, etc.). The Gold Student Center houses a fitness room with exercise machines, an aerobics/dance floor, and climbing wall. The Circle Gallery has exhibits, periodicals, comfortable furniture for hanging out, and other resources. Additionally, the Gold Student Center also houses student organization

rooms which provide a computer, copying, filing, and telephone resources for the PAct Program Board, Student Senate, and all other recognized Pitzer student organizations. The Mandarin Cafe, located upstairs in the Gold Student Center, is a newly-established student-run enterprise. The Mandarin features light Asian Pacific cuisine, with an emphasis on the flavored, tapioca-based drink called “boba.” There are also pool and foosball tables in the eatery. The Multipurpose Room houses a big screen cable TV and lounging furniture. It can be easily reconfigured for dances, concerts and other productions. External spaces of the Gold Student Center include the Paul Ranslow Terrace, a 25-yard long swimming pool, an ultimate frisbee/softball field, basketball and sand volleyball courts, all of which have lighting for evening use.

**The Grove House:** This Craftsman-style house is located just north of Mead Hall, and houses a kitchen, the Women’s Center, the Hinshaw Art Gallery, the Bert Meyer Poetry Room, the Ecology Center, a guest room (reservations available through the caretaker) and several rooms suitable for meeting or just hanging out, as well as a beautiful garden adjacent to the house. The Grove House is open every day, and most evenings. Events such as open-mic music evenings, poetry and fiction readings, art openings, etc. are organized and scheduled by the Grove House Committee; call x73655. Delicious lunches are prepared fresh each weekday, and refreshments and vegan items are always available. Your meal card can be used at the Grove house with flex dollars.

**Information Technology at Pitzer College:** All of the academic buildings on campus are interconnected via a fiber-optic based network. The Pitzer network is also connected to the Claremont Colleges’ Inter Campus Network (ICN) providing access to computers located at the other Claremont Colleges, the Honnold Libraries’ electronic

services, and a high-speed connection to the Internet. Normal computer usage of these facilities (including access to the Internet) is available without charge to Pitzer students and faculty. Please refer to the section entitled "Computer Use/Agreement" for all the rules and regulations of computer use at Pitzer, as well as "The Claremont Colleges General Guidelines for Appropriate Use of Information Technology and Network Resources."

*Computer Centers* (Bernard Hall 210 and 214, ext. 74998): The Bernard Hall computer facility includes two open-use laboratories with Macintosh computers, IBM PC compatible computers, laser printers, scanners, CD burners and zip drives. These facilities are primarily intended for use in electronic communications, instructions, and research. All computers are multi-media capable, and all are directly attached to the Pitzer College network. Laser printing and color printing are available for a nominal fee. The Bernard computer facility is accessible 24/7 via student ID card reader during the academic sessions and staffed by computer consultants the hours listed below:

Monday –	
Thursday	9:00 am – 12:00 midnight
Friday	9:00 am – 5:00 pm
Saturday	1:00 pm – 5:00 pm
Sunday	1:00 pm – 12:00 midnight

*Computer Classroom* (Broad Hall 214): The Kenneth and Joan Pitzer Computer Classroom in Broad Hall houses 18 computer stations and an overhead projection system connected to the instructor's station for demonstration purposes. The Social Sciences Statistics Laboratory in Broad Hall houses computers for use by Social Science faculty and students in statistical research and instruction.

*Fletcher Jones Language and Cultural Laboratory* (Broad Hall 210, ext. 74001): This laboratory offers sixteen computer stations with software for learning languages, video players, cassette recorders, and satellite broadcasts.

*Residence Halls* are wired with access to the Pitzer network and the Internet. Procedures to connect to the college network from your residence hall can be found at the following URL: [http://www.pitzer.edu/resources/info\\_tech/resnet/index.html](http://www.pitzer.edu/resources/info_tech/resnet/index.html). Student User Agreement documentation and other regulations are also listed. Each student is responsible for protecting his/her own computer from viruses. Pitzer can provide virus protection software to students if needed. For additional information about residential networking please send an e-mail to [resnet@pitzer.edu](mailto:resnet@pitzer.edu) or x77548.

**Loretta's Place (The Rabbit Hole)  
Mead Hall  
ext. 77152**

Substance Education Counselor, Loretta Abbott-Kennon, is available to provide general support and referral services to students in crisis and recovery. She also provides information and resources for students completing research and coursework.

**Lucian Marquis Library and Reading Room  
Mead Hall  
ext. 74311**

For the convenience of students who wish to use a quiet, on-campus study room with basic reference materials, a browsing library and study room have been established in Mead Hall near the main entry. Reserve materials also are available.

**Mail Room  
McConnell 104  
ext. 73827**

Each Pitzer student is assigned a mailbox. Students may send and receive mail and packages through the U.S. Postal Service. The Mail Room also receives Federal Express and UPS packages. Parcels and letters can be metered. In addition, on campus and intercampus mail can be routed for no charge. A current student ID is required for mail and parcel pick up.

**New Resources Lounge**  
**Mead Hall**  
**ext. 79860**

It provides a place for our “nontraditional” students to study or relax. The NR Lounge is equipped with a campus-networked computer, printer, small refrigerator, lockers, and comfortable furniture. For access or further information, contact Chris Freeberg, x18376.

**The Office of Student Affairs-OSA**  
**Scott Hall 130**  
**ext. 18241**

The Office of Student Affairs is the key source of information, advice, active support and programs for students.

Fundamentally, OSA helps students achieve their personal and collective goals in this residential community. The array of activities available is extensive enough to exhaust even the most energetic. OSA strives to make opportunities available for all students. OSA recognizes at times individuals may diverge from the standards of behavior that make living possible – even enjoyable. At such times, it is the task of OSA to address the individual and the behavior and to pursue such responses as appropriate for the community.

OSA provides much of the content and the context of the new students’ introduction to Pitzer, both during Welcome Week and in on-going programs throughout the year.

OSA offers assistance and referral for students’ problems as they arise. Through their role in the Academic Standards Committee, they track low grades and seek to offer assistance and counsel if patterns of poor performance emerge. In the event of illness or personal crisis, at a student’s request, OSA may alert relevant faculty that classes and/or assignments may be missed.

**The Pit**  
**Holden Hall**  
**ext. 77492**

Founded in 1997 by a couple of Pitzer students with the help of Student Senate and the administration, The Pit has quickly pro-

gressed from simply a book co-op into a store and now sells food and school supplies. The Pit’s goal is to provide students with inexpensive college necessities. Along those lines, The Pit is run and managed entirely by students. It is open 1:00 – 5:00 pm daily and 7:00 – 10:00 pm Sunday through Thursday.

**Registering Events:** Please refer to the *Student Handbook* section *Event Resources at Pitzer College* for information on space reservations, the event registration process, publicity and posting guidelines, funding, staffing, transportation, equipment, and food catering.

**Room Reservations:** Room reservations can be made on-line through the Pitzer website. Within the student link under *Hub*, click *Room Reservations*. Here you will find a room reservation form, as well as a link to *Room Availability* (a calendar indicating the date, time and location of all current room reservations) and Pitzer *Spaces Room Information* (a list describing all spaces on the Pitzer campus that can be reserved on-line). Fill out the form completely and click submit. After the request has been entered into the system, you will receive a confirmation e-mail. **Requests should be made at least one week in advance.**

**Student Accounts Office**  
**Scott Hall**  
**ext. 18191**

Student Accounts works with families and students to ensure that student bills are paid in a timely manner. Pitzer College through, Academic Management Services, offers a ten-month payment plan for the school year beginning July 1 with the last payment due in April. Payments are made for the total of the year. The Student Accounts Office accepts payments in full by check, cash, or money order. Please be aware that your account must be current, before you can return for the next semester.

**Student Activities:** Many student organizations are available at Pitzer to assist you in becoming involved in student life, and welcome your participation. If you don't see one that suits your interest or need, consider organizing one yourself. Current information regarding student groups, including contact information, is available from the Gold Student Center Service Desk, x73900, or come to the Activities Fair at the beginning of each semester.

**PAct Program Board  
Gold Student Center 222  
ext. 73321**

PAct is designed to promote two things: access and involvement. This structure provides more activities and events, using a wellness framework, and makes it easier for any student to get involved in campus life. The PAct Student Coordinators meet weekly, planning and conducting activities on and off campus, and making allocations for one-time events organized by any student. The PAct Student Coordinators welcome volunteer assistance and event suggestions from any interested student, and are also ready to assist people who have an idea they want to put into action.

**Organizations at Pitzer**

Student organizations are open to all Pitzer students. The following list is not exhaustive, as new organizations form all the time.

*Asian American Sponsor Program-AASP:* The Asian/Asian American Sponsor Program is designed to facilitate the transition to college and address specific concerns related to Asian and Asian American Students. The program aims to stimulate discussion of past and present issues that affect Asians and Asian Americans, to cultivate student leadership, and to build a stronger, more diverse Asian American Community, in part by offering a warm and welcoming environment. The program complements the student's available resources during his/her life at Pitzer college and encourages participation in Pitzer and five-college events and organizations.

*Ecology Center:* The group meets weekly to raise awareness and plan activities of environmental issues.

*Grove House Committee:* Composed of interested students, faculty, and staff, the committee meets weekly to plan activities at the Grove House.

*Model United Nations:* Pitzer's Model U.N. team consistently wins superior recognition at the annual competition sponsored by Harvard University. Contact Professor Tom Ilgen (x73774).

*The Other Side:* The student news-magazine comes out about four times a semester. *The Other Side* stresses creative freedom, and features opinion pieces, analysis, sports, essays, cartoons, poetry, and other work submitted by students, faculty, and staff.

*Pitzer Men's Society:* Participates in campus life and community service.

*Pitzer Outdoor Adventures:* POA members plan a wide variety of trips to get you out and about.

*Pitzer Volunteer Group:* also operates under the auspices of the Career Services Office. They act to encourage and foster student involvement in community service projects. The group also sponsors numerous volunteer projects including a food salvaging program, and Habitat for Humanity.

*Women's Center:* They plan events and activities designed to promote awareness of gender issues and concerns.

*Other organizations include:*

Art Collective  
Black Student Union  
Kohoutek Festival  
Pit Co-op Bookstore  
Pitzer Emergency Response Training-PERT  
Qi-Gong Club  
Senior Committee

## 5-College Student Organizations

Many student organizations are organized across the Claremont Colleges, and welcome the participation of Pitzer students. The following list is not exhaustive, as new organizations form all the time. The most current information about who to contact is available at the ASPC Office at Pomona College's Edmunds Union (x72268) on the corner of 6<sup>th</sup> and College Way.

Amnesty International  
 Asian-American Student Alliance  
 Asian-Pacific Islanders  
 Asian Student Association  
 Association of South Asian Students  
 Ballroom Dance Team  
 Braineaters (ultimate frisbee)  
 Chiapas Support Committee  
 Chinese Student Association  
 Circle K  
 Claremont Animation Club  
 Claremont Colleges Christian Fellowship  
 Claremont Colleges Model United Nations  
 Claremont Rock Climbing  
 Collage Newspaper  
 Collegians for Youth  
 Fencing Club  
 Folk Dance Authority  
 Habitat for Humanity  
 Hillel (Jewish student organization)  
 Hui Laulea (Hawaiian club)  
 International Club  
 Korean Students Association  
 McAllister Center  
 MEChA/LASO (Latino/a students)  
 Medical Sciences Society  
 On The Loose (outdoor activities)  
 Pacific Winds  
 Pan African Students Association (PASA)  
 Queer and Questioning Students  
 Queer Resource Center  
 The *Re-View* (feminist newspaper)  
 Society for Creative Anachronism  
 Student AIDS Awareness Committee

Student Health Advisory Committee  
 (SHAC)  
 Styledogs (singing group)  
 Unidos  
 United Farm Workers' Support Group  
 Vietnamese Student Association  
 Volunteering/Social Action (McAllister  
 Center, x72937)  
 Without A Box (Improvitational Theater/  
 Student Arts)

**Student Media:** The following 5-College organizations publish media or offer broadcast opportunities to any interested students.

*The Claremont Student:* A student news magazine of The Claremont Colleges.

*Collage:* Weekly newspaper of The Claremont Colleges, ext. 73646

*KSPC-FM:* Radio station, offering alternative format, ext. 18157

*Pacific Winds:* Asian-American/Pacific Islander newsletter.

*Re-View:* Gender issues newspaper.

### **The Language Institute Scott Hall 110 ext. 18104**

The Pitzer College Language Institute is an eight-week intensive foreign language study program offering courses in Community-based Spanish at the beginning, intermediate, and advanced levels. [www.pitzer.edu/thelanguageinstitute/](http://www.pitzer.edu/thelanguageinstitute/)

**Music, Dance, and Theater:** Through the Joint Music Program (Pitzer College/Claremont McKenna College/Harvey Mudd College/Scripps College), Pitzer students can audition for the Concert Choir, Chamber Choir, and Claremont Chamber Orchestra. Call x73266 for further information. At Pomona College, Pitzer students are welcome to audition for a variety of performing groups, including the Symphony Orchestra, College Choir, Concert Band, String Arts Ensemble, Jazz Ensemble,

Gamelan Ensemble, Chamber Music, and Sagehen Pep Band. Call x18155 for more information on these groups. To find out about theater possibilities at Pomona College, call x18186. For dance opportunities at Pomona call x73629, and for dance at Scripps College, dial x72934.

You can also “make your own” music. Student musicians can play at a number of venues throughout the different colleges, or form groups to perform on campus.

### **Program in American College English-PACE**

**Scott Hall 110  
ext. 18308**

Recognizing the need to provide international students with the opportunity to pursue intensive English language studies in the U.S., Pitzer initiated the Program in American College English in the fall of 1977. PACE prepares its students to undertake college-level work in English while acquainting them with American culture. To meet these goals, the program provides a 22-hour-per-week curriculum emphasizing the study of literature, writing, topics in American culture, and oral expression.

Michael Ballagh, Director of the PACE Program, and staff provide a wide range of support services including a comprehensive orientation program, assistance with travel, visas, banking, etc., informal discussion groups, and assistance with all aspects of campus life.

**Recreation Facilities and Fields:** *The Rains Center* at Pomona College is a state-of-the-art recreation complex. The Rains Center facilities are available for use by purchasing a semester membership, x18106. *Ducey Gymnasium* at Claremont McKenna College requires a membership for which there is a charge, x72904. Numerous *swimming pools* are offered at the Colleges and are housed at Pomona,

Scripps, and Claremont McKenna College. Each pool has its own schedule for open and lap swimming. Call x72905 for more information. *Running tracks and fields* located at Pomona College and Claremont McKenna College can be used by students. The *tennis courts* at Pomona College and Claremont McKenna College, some with lighting for night play, are open for Pitzer student use. Other opportunities for recreation and exercise are offered within classes at Pomona College and at Claremont McKenna College in a number of areas, although academic credit is not available for Pitzer students. Some of the offerings include martial arts/self-defense, tennis, golf, swimming, aerobics, and racquetball. Please check the course catalog for current offerings.

### **Office of the Registrar**

**Scott Hall 101**

**ext. 72650**

The Office of the Registrar is responsible for maintaining and updating all academic records. The office will serve you in many ways.

- Academic advisor change
- Academic policy inquiries
- Address changes
- Course changes
- Course schedule information
- Degree requirements and graduation procedures
- Enrollment verification requests
- Leave of absence requirements and policy
- Registration of courses
- Transcript requests both official and unofficial
- The Registrar’s Office maintains most of the forms necessary to complete relevant academic matters.

**Student Alumni Relations Committee-SARC****McConnell 320**  
**ext. 18130**

SARC exists to bring students and alumni together in order to enhance the interaction and communication between members of the College community. SARC programs provide students with a window to the real world and gives alumni the opportunity to be involved with the life of the College. Ongoing programs include cultural events as well as events related to career and academic interests. SARC has an alumni representative on the Alumni Board of the Alumni Association and welcomes student involvement.

**Speakers:** An incredible variety of speakers, many world renowned, visit Pitzer and the other Claremont Colleges during the course of the year. Of particular note are the regular series sponsored at Claremont McKenna College's Atheneum, x18245, and the International Relations Program, x78001, at Pomona College.

**The Student Senate Office:** The office is located on the second floor of the Gold Student Center. For more information, call the Associate Dean of Students, Chris Freeberg, at x18376.

**Transportation:** The Pitzer vans are available for authorized groups and activities. You can reserve a van by e-mailing your request to: [vans@Pitzer.edu](mailto:vans@Pitzer.edu). You will need to provide an account number or deposit at the time of your request.

**Writing Skills Center**  
**Sanborn C1**  
**ext. 74321**

Tutors are available to help students in all stages of the writing process from choosing a topic through the revision process. The Center also maintains a small reference and audiotape library. Check the Center's web site under Academics on the Pitzer College home page.



# Residential Living

The majority of Pitzer students live in residence halls on campus. Residential living enables students to share intellectual and educational pursuits while learning to live within a diverse community. It provides opportunities for individual growth through community involvement, interpersonal relationships, and social interaction.

Pitzer College requires that all full-time first-year, sophomore, and junior year students live on campus and enter into a residency agreement each academic year when enrolled at the College. Fourth year students, regardless of class standing, will not be offered housing unless it is available; beginning with students that entered Pitzer in the fall of 2002.

## Rights and Responsibilities of Residential Living

Since a residence hall is made up of a group of individuals in a living-learning environment, each person possesses certain rights and responsibilities which must be held in high regard. Mutual respect and consideration coupled with awareness of and sensitivity to the needs of other individuals must be the standards for group living. This statement is intended to define minimal expectations of rights and responsibilities of all residents to enjoy their freedom without placing constraints upon the rights of other residents. These include:

The **RIGHT** to read, study, or sleep free from undue interference in or around one's room.

The **RESPONSIBILITY** to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should circumstances warrant.

The **RIGHT** to recreation in and around the residence hall.

The **RESPONSIBILITY** to modify recreation so that it does not interfere with the rights of others in and around the residence hall.

The **RIGHT** to personal privacy.

The **RESPONSIBILITY** for the College to maintain an environment which protects personal privacy and for students to assist in this effort.

The **RIGHT** to a physical environment that is clean, healthy, safe, and orderly.

The **RESPONSIBILITY** for the College to maintain such an environment and for students to assist in this effort.

The **RIGHT** to recourse according to prescribed judicial procedures against anyone who unduly infringes on one's rights or properties.

The **RESPONSIBILITY** to conduct oneself in a manner that does not infringe on the rights of others and to initiate actions should circumstances warrant.

The **RIGHT** to participate in the process of self-governance.

The **RESPONSIBILITY** to actively voice one's opinions and ideas.

## Residential Life Staff

The **Coordinator of Housing Operations** is a full-time professional staff member who is responsible for assisting students with their housing needs. This person coordinates all housing assignments and processes special room requests. If you have any housing related questions, be sure to drop by the office in Scott Hall.

**Hall Directors (HD's)** are full-time professional staff. They live in the residence halls and are available to answer questions and provide assistance on a personal level. HD's work closely with students and staff to help establish a positive residential community. Be sure to get to know this person!

**Resident Assistants (RA's)** are friendly, helpful students who live around the corner and help to make your life in the residence halls easier. These students have been selected as RA's because they have shown maturity, academic success, and enthusiasm for assisting others. If you have any questions or concerns, the RA is an important resource. Take some time to get to know your RA!

**Mentors** provide support for new students through their first year at Pitzer. Mentors advise members of their mentor group about social activities at Pitzer and throughout the other five-colleges and are directly or indirectly involved and responsible for encouraging "academic and social interaction."

## Residence Hall Policies and Procedures

**Antennas:** No student may install equipment or make repairs to a residence hall room or common area without prior permission. Exterior installation of antennas or satellite dishes for personal use is not permitted.

**Appliances:** Safety standards make it necessary to prohibit the use of cooking appliances which use heating elements in student rooms. Electrical appliances such as space heaters and refrigerators larger than 3.5 cubic feet are prohibited. Refrigerators must have adequate ventilation on all sides. Incandescent lighting is preferred and the use of surge suppressor strips is recommended. The electrical circuits are not designed to carry heavy loads.

**Clothing Policy:** All campus residents are required to wear clothing at all times when in public. Students who choose not to adhere to the policy may face judicial action.

**Common Area Furniture:** Common area furniture is not to be removed from public areas. If a piece of common area furniture is discovered in your room, you can be charged up to \$150 with an additional \$25

a day until the furniture is returned. Furniture in Mead suite living rooms is considered common area furniture. If suite furniture is missing or damaged, the suite will be billed collectively unless an individual or group of individuals takes responsibility.

**Community Billing:** Residents sharing rooms and common living areas are held financially responsible for cleaning and damage charges considered above and beyond normal wear and tear. Unless an individual or group of individuals take responsibility for damages in public areas, the cost of cleaning, repair, or replacement is divided among residents living in adjacent areas.

**Duct Tape and Other Adhesives:** The use of duct tape is strictly forbidden. Duct tape leaves adhesive residue on walls and floors that is virtually impossible to clean and its use is not condoned. If you use duct tape it is likely that you will be charged fines when you move out of your room. Masking tape is recommended for putting up posters. Other recommended adhesives are 3M Scotch Wall Saver Removable Poster Tape, and Ross Tac'N Stick Reusable Adhesive.

**Duty System:** Residential Life staff has an on-call duty system, which is enacted in each residence hall, to help students. Designated staff members are on "on-call" every day, starting at 5:00 pm until 8:00 am the next morning, to assist students. The staff member on duty can be reached by pager. The pager numbers are listed daily on the board at each residence hall's service desk.

**Emergency Medical Assistance:** In the event of an accident or severe illness, contact a residence life staff member immediately. They are trained in first aid and CPR and can contact the appropriate services for assistance. If you cannot find a staff member immediately, contact Campus Safety (x72000) and explain the nature of the problem. In the case of an illness not requiring immediate emergency care, Student Health Services (x18222) is a good

resource. If you are too ill to attend classes, contact the Office of Student Affairs (x18241). The Dean's Office can assist you in notifying your professors about the condition.

**Emergency Maintenance Assistance:**

Please contact your Hall Director or Resident Assistant as soon as possible when you need emergency maintenance assistance (such as a flood, electrical problem, broken window, etc.). Quick response and repair can often prevent extensive problems. If it is past normal working hours (Monday through Friday 8am-5pm) and you are not able to locate your Hall Director or Resident Assistant, call Campus Safety at x72000 and tell them you have a maintenance problem, and that they need to page the Hall Director on Duty. Facilities/Maintenance and custodial staff are authorized to enter student rooms for cleaning, maintenance, and/or repair without the student being present.

**Fire Alarms and Building Evacuations:**

The careless use of fire, the removal of, or tampering with fire fighting equipment, and the setting off of "false" fire alarms endangers the lives and property of the Pitzer College community and is prohibited. This violation of state law is classified as a misdemeanor and can result in a fine of up to \$1000 and a possible jail term of up to one year. Judicial action will take place against an individual or group that violates this policy. Individuals refusing to evacuate a building during a fire alarm or other building evacuation can be cited by the Fire Marshall and are subject to judicial action.

**Firearms, Explosives, and Other Weapons:**

Some items are absolutely prohibited in the residence halls. These items include guns (including BB guns, pellet rifles and other weapons which propel projectiles), ammunition, knives, switchblades, swords, or other bladed weapons and fireworks. These items are prohibited even if they are intended for decoration, recreation, or ceremonial use. In addition, combustibles in

containers, such as gasoline cans or camping fuel, are never allowed in the residence halls (contact the Gold Student Center for storage facilities). Students are subject to disciplinary action in accordance with the Code of Student Conduct.

**Fire Safety Regulations:** One approved fire drill per semester will be conducted in each residence hall. The participation of everyone is required.

1. Corridors, stairways, and exit doors are to be kept clear of obstructions at all times.
2. Students are not permitted to cook in their rooms. Electrical appliances such as space heaters, hot plates, and refrigerators larger than 3.5 cubic feet are prohibited. Refrigerators must have adequate ventilation on all sides.
3. Multiple plug extension cords and octopus plugs constitute a severe fire hazard and the danger of electrical shock. These items are prohibited in residence hall rooms when they are utilized for more than one appliance. We recommend only the use of UL listed plug strips containing built-in fuses.
4. All candles or oil-fueled lamps are prohibited, except for brand new decorative candles.
5. No flammable liquids are to be used or stored in the residence halls at any time. Excessive amounts of combustibles such as paper products or textiles stacked in rooms, attached to walls and ceilings, or used as room dividers are prohibited. Nothing should be placed on the ceilings.
6. Any items listed in regulations 2-5 can be confiscated if discovered by Residential Life or Facilities Staff.
7. Corridor decorations shall be made from non-flammable materials or treated with appropriate flame-retardant solutions. Before bringing Christmas trees and tree branches into any building as decorations, they must be

treated with an approved flame retardant solution and have tags affixed certifying that they have been flame proofed.

8. Students who smoke or have guests who smoke must provide one or more ashtrays for their rooms. Please do not use wastebaskets.
9. Both California State Law (C. Adm. Code Title 19, S. 6) and Claremont city ordinances prohibit the use of fire-works.

**Guests:** Any student hosting a guest on campus should register their guest with the hall staff. Students are limited to a total of three guests at any one time. The maximum number of overnight guests depends on the host being able to provide adequate sleeping accommodations. Guests are not allowed to sleep in suite living rooms or other common areas. Before hosting an overnight guest in a double-occupancy room, the approval of the roommate is essential. (The right of a student to live in reasonable privacy supercedes the right of a student to host a guest.) Guests are allowed to stay on campus for up to five consecutive nights and no more than a total of seven nights per semester.

Guests are required to carry their **Residence Hall Guest Pass** and one other valid form of ID at all times. Guests may be required to show their pass to employees of the College to determine guest status or in order to gain access to residence halls.

All guests are responsible for adhering to all College policies as well as all state and federal laws. Guest status can be revoked if at any time the guest violates College policies or state or federal laws. Guest status can also be revoked if the guest is behaving in a manner that disrupts the residential community as determined by a College official.

No guest under the age of twenty-one is to ask for, accept, or consume any alcoholic beverage while on the property of the Claremont Colleges.

**Students hosting guests on campus are responsible for the actions of their guests and will accept any consequences of their guest's behavior.**

Pitzer College reserves the right to refuse any guest.

**Hammocks:** All hammocks must be approved by the Grounds Services Manager before being installed. Hammocks are not allowed in planter areas or unsuitable trees. A planter area is any area with shrubs, ground cover, annuals or perennial flowers. Please contact the Grounds Services Manager at x72226 for a list of suitable trees and to obtain approval. Hammocks that do not meet the requirements will be removed immediately. All hammocks are removed and stored for the summer the morning of graduation.

**Housing-Subject to Termination:** Any student who, in the judgment of the Dean of Students or her/his designee, presents a clear and present danger to the health, safety, and/or welfare of themselves or other members of the College community; has violated any of the residential housing contract terms; and/or other College policies is subject to termination of his/her residential housing contract.

**Lockouts:** All students should lock their doors before leaving their rooms and carry their room keys with them, even if only to walk down the hall to a friend's room. Not only is this a good safety and security practice, it also prevents you from locking yourself out of your room.

If you should lock yourself out of your room between the hours of 8:00 a.m. and 5:00 p.m., contact the Coordinator of Housing Operations, at x73132, to unlock your door. There is no charge the first time you lock yourself out; however, a fee will be charged and you must show proper identification and a means to pay the fee, for each lockout thereafter. If you should lock

yourself out of your room between the hours of 5:00 p.m. and midnight, page the RA on duty to unlock your door (you must show proper identification).

All lockout calls after midnight should be directed to Campus Safety at x72000. This service will cost you \$20 and you must show proper identification and a means to pay the fee (i.e. provide an account name and number for billing to your student account or pay by check.) No cash will be accepted.

**Musical Instruments:** Due to quiet hours (see below) student rooms, suites, or common areas are generally not appropriate places to play most musical instruments (i.e. electric guitars or drums). Certain types of instruments, such as acoustic guitars, may be played at a low volume in the residence halls provided they do not cause a disturbance. If you would like to arrange a location for music practice, please contact the Gold Student Center Service Desk or your Hall Director for ideas.

**Noise:** The primary mission of Pitzer College is education and in pursuit of this goal, students have the right to quiet time in which to study, rest, and sleep. Thus, all residence halls have quiet hours from 11:00 pm to 9:00 am, Sunday through Thursday, and 1:00 am to 9:00 am on weekends. All other hours should be viewed as consideration hours, emphasizing mutual respect and courtesy. Hall Councils do have the ability to modify hours through a voting process in the halls.

If you are being disturbed by noise at any time, you have the right to request a decrease in the level of noise. If the person or persons causing the noise do not cooperate, you may want to contact a residence hall staff member to assist you.

In the event that an individual severely disrupts the community through repeated or significant noise disturbances, that individual can face consequences including, but not limited to, restriction of privileges, housing relocation, visitation restrictions, or eviction.

**Painting of Common Areas and Rooms:** The personalization of common areas and hallways must meet guidelines of the Outdoor Art Policy as well as individual hall policies. **The painting of student rooms is not allowed.**

**Personal Property:** Pitzer College does not insure against loss of any personal belongings. We strongly urge you to insure possessions through private means.

**Pets:** Fish, spiders, and small reptiles in aquariums are allowed. All other pets are prohibited within student rooms and common areas including, but not limited to: large snakes (over 1 ½ feet long), rabbits, cats, dogs, mice, hamsters, etc. Visiting pets are not allowed as well. If a prohibited pet is found in a resident's room, a fine of \$50 will be levied along with an additional fine of \$25 a day until the animal is removed from the residence hall. If problems arise from any of the approved types of pets described above, pet privileges can be revoked.

**Posting Policy:** Posting is prohibited on any glass windows or doors. Flyers posted on bulletin boards must have a 5-College stamp indicating approval for posting. Flyers can be approved at the Gold Student Center Service Desk.

**Propping of Doors:** Propping of doors endangers the safety of every hall resident. The exterior doors in the residence halls are locked 24 hours, 7 days a week. Keep your hall safe: do not prop doors!

**Roofs:** Each Hall will formulate its own policy for roof access through hall governance in consultation with their Hall Director.

**Service Desks:** There is a service desk in the lobby of each hall. It is a central location for finding out what is happening in your hall. Items such as cleaning supplies, vacuum, toilet paper, kitchen supplies, games, and sports equipment are available at the desk.

**Smoking Guidelines:** Students living in the residence halls have the right to exist in a smoke-free environment. Smokers are requested to be courteous when requested to either extinguish smoking materials or to relocate while smoking. As a supplement to Pitzer's policy on smoking, the following guidelines are to be followed in the residence halls:

- As stated in Pitzer's smoke-free policy, all public and common areas in the residence halls are non-smoking areas. These areas include, but are not limited to, hallways, suite living rooms, hall living rooms, recreation rooms, laundry rooms, and lobbies. Students in Mead who are not part of a non-smoking suite can vote on whether smoking can be allowed in the suite living room by a written ballot. The vote must be unanimous.
- Several suites and corridors throughout the residence halls will be designated as "Non-Smoking Suites/Corridors." In these areas there will be no smoking permitted in either the individual rooms or the hallway/suite areas. Use of incense will be discussed and voted on as a floor/suite.
- Smoking is permissible in individual rooms in Mead Hall only if the smoker has the approval of the roommate, and the door is closed. Smoking is never permitted in rooms that are included in a designated "Non-Smoking Suite/Corridor."

**Solicitation:** Pitzer College does not allow the unapproved soliciting, promoting, or selling of commercial products or services in the residence halls. Students and campus organizations should contact the Office of Student Affairs regarding guidelines in this area.

**Sports in Hallways:** Activities such as football, soccer, and ultimate frisbee are prohibited in residence halls, as well as the use of skateboards, roller blades, bicycles, scooters, etc.

**Vandalism:** Students may not damage College property or the property of other students within the halls. Financial responsibility for damage to College property will be assigned to the smallest identifiable population within the residence halls if the individual(s) are not identified. Students found responsible for the damage will be charged for the cost of repair and/or replacement of property and, additionally, may receive a fine for the act of vandalism itself. Students found responsible for vandalism may be sent to the appropriate judicial body.

**Whistles:** During orientation, every student new to Pitzer receives an emergency whistle and is advised to carry it at all times. These whistles are to be used only in a crisis (e.g. assault, medical injury, etc.) situation. Replacement whistles can be purchased at Huntley bookstore for a minimal charge.

Upon hearing a whistle, any students in the vicinity should immediately go toward the whistle sound in order to find the source while sounding their own whistle until Campus Safety or other appropriate help has arrived. Judicial action/or fines will be implemented in the case of inappropriate use.

## **Housing Policies and Procedures**

**Cleaning:** Campus Facilities/Maintenance employs custodians and maintenance personnel to keep the residence halls clean and in good order. Public areas regularly cleaned and maintained by staff include hallways, lobbies, hall living rooms, recreation rooms, community kitchens, and laundry rooms. Students are responsible for keeping individual rooms, bathrooms, and suite living rooms clean. Most cleaning supplies can be checked out from your residence hall service desk.

**Fines and Charges:**

1. **Rationale for Damage Policies:** It is the policy of the College to charge individuals responsible for damages which occur or items which are lost from the residence halls. Charges reflect the cost of replacement and/or repairs. Furthermore, it is the policy of the College to attempt to establish financial responsibility for damages that occur in public areas of a residence hall for which individual responsibility cannot be ascertained. Costs for acts of unclaimed vandalism may be charged back to those residing within the smallest identifiable space where the vandalism occurred.
2. **Damages and Losses Within Individual Student Rooms:** All losses and damages which occur within an individual student's room beyond the range of fair wear and tear are charged to the resident(s) of the room. The room condition report completed at the beginning of each resident's occupancy protects the student from being held liable for previous damage and/or losses that may occur during their occupancy. Individual student rooms are inspected upon checkout. Bathrooms and kitchenette suites are inspected for damage and cleanliness during the winter break and again at the end of the year. Bathrooms and kitchenettes found extremely dirty and/or to be a health risk will be cleaned by the College and the cost of the cleaning will be charged to the students residing in the suite or connecting rooms.

At the end of the academic year, charges are assessed for damage and loss through year-end inspection and checkout procedures. Charges are billed to individual student accounts. For students not returning the following year (graduating or withdrawing), such charges are deducted from their deposit and if the charges exceed the amount of the deposit, the difference is billed to the student's account.

3. **Housekeeping in Common Areas:** All students are expected to keep the common areas of the residence halls in a reasonable state of cleanliness. When an excessive mess is found, it is the responsibility of the residents of the residence hall to clean it up. In the case of a hallway, the smallest identifiable group of residents has the responsibility of restoring the area to reasonable cleanliness.

A 24-hour period will be given to affect the cleanup. At the end of this time period, if the conditions are not up to standards, a fine will be assessed to each person responsible for the cleanup task. If no people are identified, the cleanup costs may be charged to those residing in the smallest identifiable space where the mess occurred. It should be noted that in some cases this means that students not directly responsible for the mess will be held responsible for the cleanup, if no individual or group can be held accountable.

**ID Card Access Systems:** Installed in all of the residence halls, the ID cards allow Pitzer students access to each residence hall door equipped with an ID card reader. Please obtain new ID cards (in the event of their theft or loss) at Dining Services, Scripps College-Steele Hall 201, or x 72273 (7CARD).

**Heating and Air Conditioning:** Rooms in Sanborn and Holden are heated by steam radiators located under the windows. Please do not place items on vents. The on/off knob is located near the floor next to the radiator. Mead Hall is centrally heated. Air conditioners are not allowed in residence hall rooms.

**Keys:** For your own personal safety and the safety of your personal belongings, you are urged to lock your room at all times. If you should lose your key, it is important that you notify your Hall Director immediately to fill out a work order and initiate a lock change. Charges for lock changes will be placed on your student account.

General charges are listed below:

*Normal working hours*

*(8 a.m. - 4:30 p.m. M-F)*

Re-key room only	\$120
Re-key suite door only	\$45
Re-key room and suite	\$150

*After Hours*

*(4:30 p.m. - 8 a.m. M-F)*

*(All Day Sat. - Sun.)*

Re-key room only	minimum of \$250
Re-key suite door only	minimum of \$250
Re-key room and suite	minimum of \$250

**Lofts and Bunk Beds:** All loft style beds not provided by the College must be cleared with the Director of Campus Facilities for safety and stability. When beds are being bunked, students must leave at least three feet of space around the beds to allow for the maintenance crew to work without a safety hazard. If this much space is not allowed, the beds will not be bunked. For assistance in bunking beds, please contact your Hall Director.

**Pest Control:** If you notice a pest problem, contact your Hall Director or Resident Assistant to obtain a work order to have your room treated. Your cooperation in properly storing food and quickly reporting any pest problems will assist us in maintaining a clean and sanitary environment.

**Residential Hall Checkout Procedure:** Contact the Coordinator of Housing Operations, x73132, if you plan on checking out of your assigned residence hall during non-scheduled checkout periods.

**Room Changes:** There is a room change period each semester during the second week of classes.

During this time, students may request a room change from their Hall Director. Room changes will be approved subject to availability. If you change rooms without going through proper procedures, you may be charged \$50 and be required to move back into your own room. A subsequent \$25 charge can be issued for each day of non-compliance. Please follow room-change guidelines.

The Coordinator of Housing Operations does not accept request for room changes which are discriminatory of individuals based on race, color, creed, sexual orientation, national or ethnic origin, or physical handicap.

**Room Condition:** Room condition reports are provided to all students when they move into their rooms. These sheets have been prepared to describe the condition of the room at the time of occupancy. These forms are used at the end of the occupancy period to evaluate any damage during that time. Each student is expected to compare the condition of his/her room with the form and return it to their RA with any corrections within the first week of occupancy. Failure to note any discrepancies between the form and the room could result in billing for preexisting damage. All students are encouraged to review room condition reports carefully.

When decorating rooms, please note that the use of any tape or adhesive is the responsibility of the student. Charges will be made for excessive wall or surface damage.

**Safety and Maintenance Checks:** Periodic safety and maintenance inspections of common areas and student rooms are conducted by Campus Facilities/Maintenance and the Coordinator of Housing Operations. The spirit of these inspections is for preventive and corrective action. Notice of these inspections will be posted 24 hours in advance. If your room does not meet suitable standards, you will be given 24 hours to correct the problem. This is a good time to report maintenance concerns to the inspection team so that rooms can

be kept in the best possible condition. Staff are authorized to enter student rooms for these inspections.

**Security Screens:** Periodic safety and maintenance checks are conducted to inspect this equipment for the security of the residents. Security screens have sealed tabs that help keep windows secure. Residents may be held financially responsible for damage to the screens.

**Storage:** Pitzer does not provide storage for student belongings or room furnishings. If you need to store items over break periods, you are strongly urged to rent off-campus storage facilities that are insured.

**Telephone Services:** Your room has a phone jack connected to a direct-dial line. There is no charge for campus, local or toll free calls. Long distance calls will require a debit card, calling card, or cell phone. For requests for service and repair, please contact your Hall Director or Resident Assistant to fill out a work order.

**Work Orders:** If anything in your room or a common area in the residence hall is in need of repair, please get a work order from your Hall Director (HD) or Resident Assistant (RA). All Work Orders go through your Hall Director; if you have a clogged drain, blown fuse, or broken window, please contact your HD or RA as soon as possible so they can take care of it for you.

**Residency Requirement:** All students who have entered into a residency agreement by requirement or choice are financially responsible for the entire academic year's room and board charges unless notified in writing that they have been granted off-campus status. Students who abandon or do not claim their assigned space can be relocated to other spaces within College housing at the discretion of the Coordinator of Housing Operations.

Students granted off-campus status based on false or misleading information will have their status reversed and will be responsible for all applicable room and board fees.

**Off-Campus Status:** Committed to the belief that residential living is an important component of the educational experience, all full-time first-year, sophomore, and junior students are required to live on campus and enter into a residency agreement each academic year. This agreement serves as a contract outlining the terms and conditions for occupancy of College housing and board plan participation. New Resources students and seniors will not be included in room draw unless space is available. This agreement serves as a contract outlining the terms and conditions for occupancy of College housing and board plan participation.

First, second, and third year students can request to live off campus for a given academic year by submitting a formal application to the Coordinator of Housing Operations. Off-campus applications are available in the Office of Student Affairs. Initial decisions will take place prior to room draw for students falling under the following priority status:

1. Married students or students with children.
2. Students 24 years of age or older.
3. Students who live with family within a fifteen mile radius of Pitzer College.
4. Students with documented medical or psychological conditions that, in the determination of the College, preclude the student from living in on-campus housing.

All other applications will be decided upon during the summer and winter vacation periods. Off-campus applications can be accepted from students who have entered into a residency agreement by requirement or by choice and do not have priority status. Applications will be granted based on the amount of housing available in the resi-

dence halls. In this case, off-campus status is granted on a seniority basis determined by the Coordinator of Housing Operations. Students granted off-campus status are granted this status for one academic year. Students wishing to be considered for off-campus status for the following year must reapply within the posted deadline. Off-campus status is official upon written notification from the Coordinator of Housing Operations.

**Room Selection/Room Draw:** Room selection is normally conducted by the Coordinator of Housing Operations each spring for the following fall. A complete set of guidelines and dates are available in the Office of Student Affairs, x18241.

**Single Rooms:** Each residence hall at Pitzer has a limited number of single-occupancy rooms that are available to students at a higher cost. During room draw, the majority of our single rooms are allocated to upper-class students. Students not obtaining a single at the time of room draw can place their name on the single room waiting list. Applications are available during room draw and anytime thereafter from the Coordinator of Housing Operations. The single-room policy is as follows:

1. To be eligible for a single room, you must not have any unpaid balance with the College.
2. The single room waiting list is divided by class and sex and is updated every year during room draw. It is used during the summer to place people in single rooms as vacancies occur. If your status changes during the year (e.g. from a second semester First-Year student to a first semester sophomore), it is your responsibility to notify the Coordinator of Housing Operations.
3. At the beginning of the academic year, the list is separated by hall.
4. The available singles go by class rank (seniors first, juniors second, and so forth).

5. Your name will be dropped if you withdraw or graduate, or are offered and accept a single.
6. Should you decline an offer of a specific single, your name will move down to the bottom of the list in your class.
7. As singles become available, your name will move up the list and the Coordinator of Housing Operations will notify you if a room becomes available.

**Thematic-Living Opportunities:** Pitzer offers a number of housing options within the thematic living corridors and towers. Designed to promote community, groups include the Involvement Tower in Mead Hall, the Substance-Free, All Female, Game-Hall, and Study-Intensive in Sanborn Hall and HUSH Hall in Holden Hall. Applications for new thematic groups, and the renewal for existing groups, are usually collected in the early spring for the next academic year.

**Friendship Clusters:** Students may select a group of up to eight friends who wish to live in a contiguous space. Friendship cluster applications will be available through the Coordinator of Housing Operations or at priority number draw.

### **Residence Hall Dining**

The dining program at Pitzer College provides excellent food service and flexible options. The food service staff at the McConnell Dining Hall and the Grove House are dedicated to making each student's college dining experience convenient, economical and, above all else, delicious!

*Pitzer Student ID/Meal Card:* Your Pitzer student ID serves as your meal card, giving you access to a number of dining options on campus:

1. You can eat your meals at McConnell Dining Hall, a full service dining facility operated through Food Services.
2. You also have access to any of the other main dining facilities at the other Claremont Colleges.

3. You can use your card at the kitchen in the Grove House, or any other 5-College eating venue.

Your card is the property of Pitzer College and cannot be loaned or transferred. You need to have it in order to enter McConnell Dining Hall, **no exceptions**. If you lose your student ID you can replace it for a nominal charge. Replacement cards can be obtained at the Food Service Business Office, Scripps College-Steele Hall 201 (11<sup>th</sup> and Dartmouth, x72213/7CARD).

*Meal Plans:* Pitzer College offers three meal-plan options to accommodate a variety of life-styles and schedules. Students are asked to select one of three plan options. Changes to that decision can be made within the first week of classes each semester. Specific information regarding options, plan, and rates can be received from the central food services offices on campus, x72788.

*Off-Board Applications:* All students who live on campus are required to be on the meal plan unless they reside in a Mead Hall Kitchenette suite. If there is a specific medical condition that precludes you from being on the meal plan, you may fill out an off-board application. To receive consideration, all completed off-board applications must be submitted prior to the end of the second week of the semester. A completed application must include:

1. Medical documentation stating the medical reason why you are unable to be on the meal plan and a list of the foods you can and cannot eat from your personal physician.
2. The signature of the Director of Food Services.

To begin the application process, pick up an off-board application and schedule an appointment with the Director of Food Services, x72794. Bring the above-mentioned medical documentation with you to this appointment. If you have a special dietary need, Food Services nutritionists may be able to specialize a meal plan for you. If our Campus Dining Services are unable to

meet your dietary needs, the Director of Food Services will forward your off-board application with attached documentation to the Coordinator of Housing Operations. All students are financially responsible for board plan costs until notified in writing that there has been a change in their status.

*Pack Outs* are available for trips, outings or BBQ's. To arrange for a pack out, contact the Food Service Director three days in advance.

*Guest Meals* can be purchased on a cash basis at the door. Prices are posted at the dining hall.



# 5-College Campus Resources

**Campus Safety**  
**251 E. 11<sup>th</sup> Street**  
**909-621-8170**  
**ext. 72000**

Security personnel are on duty 24 hours a day year round to help provide safety and security for our students, faculty, and staff.

Campus Safety is staffed by 22 full-time and 20-25 part-time employees, who are specifically trained and responsible for a full range of public safety services including crime reports, apprehension and arrest of suspects, enforcement of all federal, state, and local laws, as well as College policies and regulations, responding to suspicious persons and activity calls, medical emergencies, fire emergencies, traffic accidents, parking and traffic enforcement, safety hazards, escort services, and a host of related security services.

The department has crime prevention specialists to help provide the community with comprehensive programs promoting the reduction of crime. However, it must be recognized that ultimately each individual is responsible for his/her own safety and security. In this regard, the following suggestions are made:

- Report all crimes and suspicious activity/persons immediately by calling x72000. Prompt reporting may assist in apprehension and prevention of future crimes.
- Keep your hall/residential or office door(s) locked, and do not prop exterior doors.
- Exercise good judgment when walking alone at night.
- Request escort service when traveling alone on campus at night.
- Participate in crime prevention programs.

**The Chaplaincy of The Claremont Colleges**  
**McAlister Center**  
**919 N. Columbia Avenue**  
**ext. 18685**

The Claremont Colleges is served by the Interfaith Chaplaincy, which represents, coordinates, and directs the programs of McAlister Center for religious activities.

McAlister Center offers a full schedule of weekday and Sabbath worship, along with a wide range of events and programs for the Jewish, Roman Catholic, Protestant, Islamic, Zen Meditation, Latter-Day Saint, Christian Science, and other communities. There is a meditation chapel and a library, as well as a lounge and chaplains' offices. The Claremont Colleges Volunteer Service Center, which offers diverse opportunities in the local community, is also located at the Center.

The chaplains, a Jewish rabbi, Catholic priest, and a Protestant minister maintain liaisons with religious institutions and social service agencies in the surrounding communities. McAlister Center is also available for use by other student religious groups on the campus. The chaplains assist students who want to make contact with members of their community of belief and offer counseling for members of the campus community.

**Chicano/Latino Student Affairs-CLSA**  
**655 N. Dartmouth**  
**ext. 18044**

The Chicano/Latino Student Affairs Center provides various academic and personal support services. These include a New Student Retreat, the Sponsor Program, the Academic Awards Program, the Tutorial Program, Dia de la Familia, academic ad-

vising, and personal and career development sessions. The Chicano/Latino Student Affairs Center plays an instrumental role in the high retention rate and success of students at the Colleges. The mission of the Student Affairs Center is to assist Chicano/Latino students in achieving academic success and graduation. This is accomplished by offering academic support services which complement existing resources at the Colleges. Academic, social, and cultural events which foster personal growth and multicultural awareness are also provided throughout the year. The professional staff of the Chicano/Latino Student Affairs Center includes: Maria Torres, Dean of Students; Robert W. Viteri, Associate Dean of Students; and Ernestine Mendoza, Administrative Assistant and Tutorial Program Coordinator.

**Claremont International Studies  
Education Project-CISEP  
Scott Hall 102  
ext. 79399**

CISEP is co-sponsored by academic centers at Pitzer College, Scripps College and the Claremont Graduate University. The project brings together accomplished teachers and dedicated college faculty for multiple and sustained professional development for K-12 teachers in the Eastern Los Angeles Country and Western San Bernardino County regions. The primary mission of CISEP is to improve in measurable ways the quality of instruction offered to students at all levels K-12, with primary attention being given to the areas of international studies/history-social science and multi-cultural education. Contact joan\_benton@pitzer.edu

**Claremont Tutorial Centers  
670 W. San Jose Ave. or  
Claremont Village Apartment  
965 W. Arrow Hwy  
ext. 74692**

The Claremont Tutorial Centers were created to provide neighborhood centers in Claremont that help elementary and junior high school students develop the academic skills and knowledge necessary for success

in school and life. Pitzer students currently tutor children at Vista Ville and Claremont Village apartments. Contact lissa\_peterson@pitzer.edu

**Club Sport Program  
Pomona College-Rains Center  
ext. 77928**

The Claremont Colleges have established a Club Sports Office to assist club sports teams in scheduling fields and facilities for practice and competition. To be eligible to use a Claremont College field or facility or to receive funding assistance from the associated student governments, all club sports must register with the Club Sports Office.

**The Office of Black Student Affairs-  
OBSA  
139 E. 7<sup>th</sup> Street  
ext. 73699**

OBSA addresses the educational needs of students of African descent. The office, through its cultural programs and academic services, seeks to create a supportive environment for students that will help them attain their undergraduate and graduate degrees. OBSA also hopes to help students develop emotional autonomy, coping skills, feelings of self-worth and independence, a positive ethnic identity, mature relationships with peers, appropriate educational plans, mature career paths, and a responsible lifestyle.

The Office of Black Student Affairs is committed to diversity and all of its programs and services are open to all students of The Claremont Colleges. It sponsors numerous activities, which include the New Students' Retreat, Black History Month programs, leadership training, cross-cultural programs, speakers' series, poetry readings, and other programs to enhance students' interpersonal skills.

**Health Education Outreach-HEO**  
**919 N. Columbia**  
**ext. 73602**

HEO's mission is to provide educational programming, services, and resources that will enable students of the Claremont Colleges to play active roles in achieving, protecting, and sustaining health and wellness.

HEO is dedicated to helping you find the most appropriate health and wellness information and support available. We provide educational workshops, services, and resources including: alcohol and tobacco education, recreational and prescription drug information; nutrition information and diet analysis; sexual health information, free and anonymous HIV testing on campus; wellness counseling; disordered eating education; referrals to local and national information and help lines; free condoms, ear plugs and lubrications; and a library of health and wellness books, periodicals, pamphlets, CD-ROMS and videos.

Call for an appointment, Monday through Friday, 9:00am to 5:00pm.  
[www.cuc.claremont.edu/heo](http://www.cuc.claremont.edu/heo)

**Huntley Bookstore**  
**175 E. 8<sup>th</sup> Street**  
**ext. 18168**

Huntley Bookstore, owned by The Claremont Colleges, carries textbooks and supplies necessary for course work. In addition, the store has a large selection of books for academic and pleasure reading, gifts, stationery, lamps, sundry items, art supplies, and greeting cards. A full-service ATM is located in the foyer of the store. Store hours are 8:30 am to 5:30 pm, Monday through Thursday, 8:30 a.m. to 5:00 p.m. Friday, and 10:00 a.m. to 5:00 pm on Saturday. Online ordering is available for textbooks, computers and general merchandise. [www.huntley.claremont.edu](http://www.huntley.claremont.edu)

**International Place of The Claremont Colleges-I Place**  
**390 E. 9<sup>th</sup> Street**  
**Claremont McKenna College Campus**  
**ext. 18344 or 73910**

I-Place is the international student center of The Claremont Colleges. Its mission is to build international and multicultural community through a variety of programs and activities—such as Thursday lunch meetings on global issues, small discussion groups, a fall banquet, Spring International Festival, and informal get-togethers. They also host speakers from around the world to make presentations on topics of global importance. United States students are urged to participate. I-Place also offers services and information especially for international students. The lounge is open daily and most evenings and weekends.

**Jumpstart**  
**Sanborn Hall 108**  
**ext. 79290**

Through one-to-one mentoring, students of the Claremont Colleges working for Jumpstart improve the school readiness skills of at-risk preschoolers, specifically in the areas of language, literacy and social skills. The Jumpstart mission is to build school success, family involvement and future teachers-one child at a time. Contact [karina\\_kelly@pitzer.edu](mailto:karina_kelly@pitzer.edu)

**Leadership in Environmental Education Partnership-LEEP**  
**2080 N. Mountain-Claremont**  
**ext. 18818**

This program trains college students to teach outdoor environmental education to a diverse group of elementary school children from neighboring communities. The program has been in place for four years and has recently benefited from the support of CCCSI. Contact [paul\\_faulstich@pitzer.edu](mailto:paul_faulstich@pitzer.edu)

## Libraries

There are four Libraries of The Claremont Colleges: Honnold/Mudd, Denison, Seeley G. Mudd, and Sprague. The Libraries' resources include well over 2 million volumes, some 6,000 subscriptions, and a growing collection of several hundred databases, electronic books and journals, and other electronic resources. All of the collections, including materials in many unique and rare special collections, are available for use by students. The collections of the four Libraries, as well as those of the libraries of Rancho Santa Ana Botanic Garden and the Claremont School of Theology, can be accessed using Blais, the Libraries' online catalog. Reference assistance, instruction for classes and groups, and individual appointments for instruction and research assistance are available in each of the libraries. Online reference assistance is also available. Hours for each library vary, so check the Libraries' web site ([www.voxlibris.claremont.edu](http://www.voxlibris.claremont.edu)) or call for information.

*Honnold/Mudd Library* (8th Street and Dartmouth Avenue)

Circulation ext. 18372

Information ext. 18150

Reference ext. 73959

Honnold/Mudd houses collections in the humanities and social sciences. This library is a depository for United States Government publications and also has extensive holdings of publications from the State of California, Great Britain, the United Nations, and other international agencies. The Asian Studies collection of more than 81,000 volumes includes materials in Chinese, Japanese, and Korean languages. Special collections include archival materials from The Colleges, medieval manuscripts, the Aviation collection, and various collections which focus on California and the West.

*Denison Library* is located on the Scripps campus, ext. 73941. This library specializes in the humanities, fine arts, and women's studies. Special collections include materials on contemporary fine printing, fine bindings, and the history of women.

*Sprague Library* is located on the Harvey Mudd Campus, ext. 73920. Sprague specializes in mathematics, engineering, science, and technology.

*Seeley G. Mudd Science Library* is located on the Pomona campus at College Avenue and Seventh Street, ext. 73492. This library specializes in the sciences, including biology, chemistry, physics, and geology. The Woodford Collection includes rare and historical works in the field of geology.

*The Claremont School of Theology Library* is on Foothill Boulevard (across from Harvey Mudd College), 447-2516. This library specializes in religion, particularly biblical studies and theology.

*Rancho Santa Ana Botanic Garden Library*, 1500 N. College, 625-8767. Located at the Botanic Garden, this library specializes in botany and horticulture. The library requests that students call before using the facilities.

*George G. Stone Center for Children's Books* is located at 131 E. 10<sup>th</sup> Street, ext. 73670. As part of the Claremont Graduate University's School of Educational Studies, this library emphasizes children's education and literature.

## **Student Counseling Services** **Monsour Counseling Center** **735 N. Dartmouth Avenue** **ext. 18202**

The Monsour Counseling center is available for those in need of counseling. The center is open from 8:30 a.m. to 5:00 p.m., Monday through Friday during the academic year. Appointments after hours may be made available upon request. Appointments may be scheduled over the phone or in person. Same day appointments are available in emergency situations, but otherwise must usually be made a few days to

one week in advance (depending upon flexibility of the student's schedule). Psychological and psychiatric services are available at no charge. Any medication prescribed is the financial responsibility of the client. All sessions and discussions with a therapist are confidential.

*Reasons to Visit Monsour:*

- Feelings of depression.
- Excessive anxiety or stress.
- Problems in interpersonal relationships.
- Concerns about sexuality or sexual identity.
- Lack of motivation to do work.
- Procrastination.
- Eating disorders.
- Problems with alcohol or drug abuse.
- Problems with eating or with body image.
- Concerns with cultural or racial issues.

*Services:*

- Short-term individual or couples therapy.
- Stress management.
- Theme-focused therapy groups for dealing with issues ranging from relationship concerns to eating disorders to childhood sexual abuse.
- Short-term structured groups on topics such as stress management and relaxation.
- Consultation services are available to help people who are concerned about the emotional well-being of any friend, relative, or acquaintance.

**Student Health Service  
Baxter Medical Center  
175 E. 6<sup>th</sup> Street  
ext. 18222**

Baxter Medical Center is open 8:00 am to 5:00 pm, Monday through Friday, and open until 7:00 pm on Wednesdays. The center is only open while school is in session. In order to receive medical care, the student must have an academic history with the Claremont Colleges as well as having a physical form on file. Appointments begin

at 8:30 am and can be made over the phone starting at 8:00 am. A \$10.00 charge will be assessed for any missed appointments unless cancelled two hours in advance. Walk-in appointments are from 8:30-10:30 am, 2:00-4:00 pm, Monday through Friday, and are a \$10.00 charge. There is no charge for regular scheduled appointments as well as emergency care. Emergency care is available for serious illness or trauma as determined by the triage nurse (e.g., bleeding, possible fracture, and allergic reactions).

*Costs:*

- No charge for regular appointments.
- Walk in appointments: \$10.00.
- There are small fees for supplies, lab tests, x-rays, and medications.

*Campus Safety* (621-8170 or ext. 72000): For after-hours emergencies, contact Campus Safety. A Student Health Service health care provider is available for telephone consultation after hours. Emergency health services and other special services are available to students at two nearby hospitals: Pomona Valley Hospital Medical Center (865-9600) and San Antonio Community Hospital (920-4747), both within five miles of campus, or the Urgent Medical Care Center at 8891 Central Avenue in Montclair (625-4848, open 8:00 a.m. to 8:00 p.m., Monday through Friday, and 9:00 am to 5:00 pm, Saturday, Sunday and holidays). [www.cuc.claremont.edu/shs](http://www.cuc.claremont.edu/shs)

**Queer Resource Center  
Walker Lounge  
Pomona College  
ext. 71817**

A seven-college organization providing resources for gay, lesbian, bisexual, transgender and straight students, faculty and staff of The Claremont Colleges. Houses a library of books, magazines, and videos and sponsors faculty lectures, movie series and student speakers' bureau. The Pitzer College faculty contacts are Peter Nardi, x73824, and Alex Juhasz, x74431.



# Governance

## Overview

The present governance system was designed to offer opportunities for Pitzer students to become involved in all aspects of college business and decision-making. The large number of committees and the wide range of policy areas they address are evidence of this.

Students serve on all standing committees of the College. These committees report to College Council, the voting members of which are faculty members staff council representatives and members of the Student Senate (see by-laws for details).

All College Council and committee meetings are open to the Pitzer community with a few exceptions (e.g. Academic Standards, Faculty Executive). Minutes of standing committees are sent out via e-mail to all who subscribe to [minutes@pitzer.edu](mailto:minutes@pitzer.edu). Students are encouraged to read the minutes, attend meetings, and exercise their voice in Pitzer policy making.

## College Council

The College Council is the main policy-making body at Pitzer. Generally, all policy recommendations that are made by the various committees are forwarded to College Council for discussion and eventual vote. If passed, these recommendations go to the President and as appropriate to the Board of Trustees for final approval. The College Council has the power to recommend requirements for academic degrees and honors, as well as make recommendations to the President regarding the establishment of new academic divisions and the creation of standing and ad hoc committees.

The President or the Dean of Faculty presides as the Chair at Council meetings. Council meetings occur several times each semester and may be convened at the call

of the President, the Dean of Faculty, the Chairperson of the Faculty Executive Committee, or the Student Senate Chair. All faculty and student voting members are expected to attend such meetings. The agenda, normally prepared by the Dean of Faculty in consultation with the Chairperson of the Faculty Executive Committee, the Student Chair, and the President, is usually published at least 48 hours in advance. Agenda items that entail a major policy change are discussed one meeting prior to a vote.

Robert's Rules of Order shall govern the proceedings of the College Council meeting as amended by such standing rules as the College Council meeting may designate. See by-laws of Faculty and Student Governance in the Faculty Handbook, Article Two regarding College Council meetings.

## The Student Senate

*(edited 5/98 by Senate Chair)*

The Student Senate was created to provide a more streamlined and effective governance system by consolidating student power, increasing student participation, and facilitating better communication.

Student Senate is composed of currently enrolled students. Members of Student Senate serve as the student voting representatives to College Council and make up no less than one-third of the total voting membership.

All members of Student Senate are either elected by the student body at large or are appointed by the Senate appointments committee, with the exception of the two Faculty Executive Committee representatives who are appointed directly by the College President.

Student Senate is the official student representative body. As such, Senate reviews any issue pertinent to students and either takes direct action or makes policy recommendations. Senate also allocates over \$130,000 in activities fees for organizations and events throughout the year. Senate reviews and discusses College Council agenda items and decides which issues to bring to College Council on behalf of the students.

Two standing subcommittees help Senate implement policy: the Budgetary subcommittee and the Communications Committee.

*Structure of Student Senate:* Membership in Senate includes five executive officers, elected and appointed committee representatives, residence hall and off-campus representatives, class representatives, a PACE representative, two faculty representatives, and the Dean of Students or his/her designee.

A. Executive Board: Membership as an officer is open to all Pitzer students in good standing with the exception that to be an officer, the student may not be a member of the Faculty Executive Committee or a Resident Assistant when s/he takes office.

*Student Chair:* The Student Chair presides over all Student Senate meetings and serves as the official representative of the Pitzer student body at meetings such as the Intercollegiate council of Student Body Presidents. The Student Chair votes in Senate only in the case of a tie. S/he is a voting member of College Council. The Senate Chair is one of three people who has the power to call College Council meetings and determine the agenda (the other two being the President and the Dean of the Faculty). The Chair is also the head of the Executive board and has the power to form new committees.

*Vice Chair:* The Vice Chair serves as the acting Chair when the Chair is unavailable. S/he is the sole student represen-

tative to the Budgetary Implementation Committee. The Vice Chair also serves as one of the members of the Budgetary subcommittee of the Student Senate.

*Secretary:* The Secretary is responsible for taking the minutes at every meeting and distributing those minutes for approval at the following meeting. The Secretary also maintains an archive of all official Senate material and coordinates all elections.

*Treasurer:* The Treasurer chairs the Budgetary subcommittee of the Student Senate, formulates the budget, and makes recommendations to Senate on funding issues.

*Communications Secretary:* The Communications Secretary is responsible for keeping the student body informed of Senate business and decisions. The Communications Secretary works as a liaison between Senate and the rest of the College. The Communications Secretary provides an archive of Senate records and opinions of the student body, maintains the Senate web page, and chairs the Communications subcommittee.

B. Elected and Appointed Committee Representatives: There are 12 committees on which elected and appointed Senate members serve. Most have both appointed and elected positions; however, some are strictly one or the other. A description of each committee and the number of students appointed or elected to each follows:

*Academic Planning Committee:* This committee is responsible for considering and recommending major changes in the policies concerning academics, admissions and financial aid for the long-term life of the College. This committee has one elected and three appointed student positions.

*Academic Standards Committee:* This committee interprets the policies of the College and makes case-by-case determinations when exceptions to

policies are requested by students or faculty. There is one elected and two appointed student representatives to this committee.

*Campus Aesthetics Committee:* This committee encourages the production of art on campus and reviews proposals for column art and other murals. There are four appointed student representatives to this committee.

*Campus Life Committee:* This committee is responsible for working with relevant student, faculty, alumni and trustee groups to develop and implement annually, a comprehensive plan for enhancing the intellectual, cultural, artistic and social life of the campus. In addition, it oversees programs and support structures that foster the development of a closer intellectual community on campus.

*Curriculum Committee:* This committee is responsible for assembling the annual curriculum, ensuring that the curriculum responds fully to the needs of the students and the educational objectives of the College, and generating discussion on the curriculum. There is one elected and two appointed student representatives to this committee.

*Diversity Committee:* This committee discusses issues of diversity on campus and recommends action to other committees on the issues of hiring policy, admissions, and financial aid as they relate to diversity. There is one elected and two appointed student representatives to this committee.

*External Studies Committee:* This committee supports the external studies programs and reviews special student requests in regard to the program. There is one elected and two appointed student representatives on this committee.

*Faculty Executive Committee:* This committee oversees and recommends faculty appointments, renewals, promotions, tenure, dismissal and

sabbatical leaves, creates ad hoc committees, can change the structure of committees; and acts for College Council when it cannot meet. It is the most powerful committee on campus. Student representatives are recommended by Senate and appointed by the President. There are two students on the committee serving a two-year term, one junior and one senior, each of who was appointed at the beginning of their junior year.

*Judicial Council:* Judicial Council has the authority to investigate and conduct hearings on charges of violations of the Pitzer College Code of Student Conduct listed in the Student Handbook, and assign sanctions when warranted. There are five elected student positions on this committee.

*Research and Awards Committee:* This committee allocates funds for students and faculty research, nominates faculty and students for awards and fellowships (Fulbright, Watson, Rhodes, etc.) and publishes guidelines for those awards. There are one elected and two appointed student members of the committee.

*Trustee Investment Committee:* This committee determines the investment strategy as well as specific investment purchases for the endowment of the College. There is one appointed student representative to this committee.

*Trustee Student Life Committee:* This committee meets prior to each Board of Trustees meeting. Students meet with trustees to discuss student concerns and life at Pitzer. There are three appointed student representatives to this committee.

- C. Class Representatives: One member from each student class (First-Year, Sophomore, Junior, and Senior) elected by the members of that class.
- D. Hall Representatives: One member from each hall elected by the respective Hall Councils.

- E. Off-Campus Representative: One off-Campus/New Resources representative elected by students who live off-campus.
- F. Dean of Students: The Dean of Students or her/his designee sits on Student Senate.
- G. Faculty Representatives: Two faculty members selected each year by the Faculty Executive Committee on the recommendation of the Dean of Faculty to serve one-year terms as voting members of the Student Senate.
- H. PACE Representative: One PACE representative serves on Senate.

*Other Committees:* Standing committees are concerned with the initiation, regulation, and oversight of the following functions of the College: educational policy and curriculum, academic standards, research and development, admissions and financial aid, budget, and quality of student life. Standing committees include faculty, students and staff.

Ad hoc committees on the other hand are based on special concerns and issues in the Pitzer community.

Appointment of additional students to the standing committees is made by the President on the advice of Student Senate. The Judicial Council is the only exception to this rule in that all student members of Judicial Council are elected by the student body. Each of the individual standing committees, along with Senate, is responsible for making recommendations to College Council.

*Election and Appointment Procedures:* To become a member of Pitzer or intercollegiate committees, students can either be appointed or elected (refer to committee and executive descriptions above). Traditionally, elections and appointments are held towards the end of the spring semester for the following year's committees. Elections are held in the fall for a First-Year representative and any unfilled elected positions. Elections are also held at the

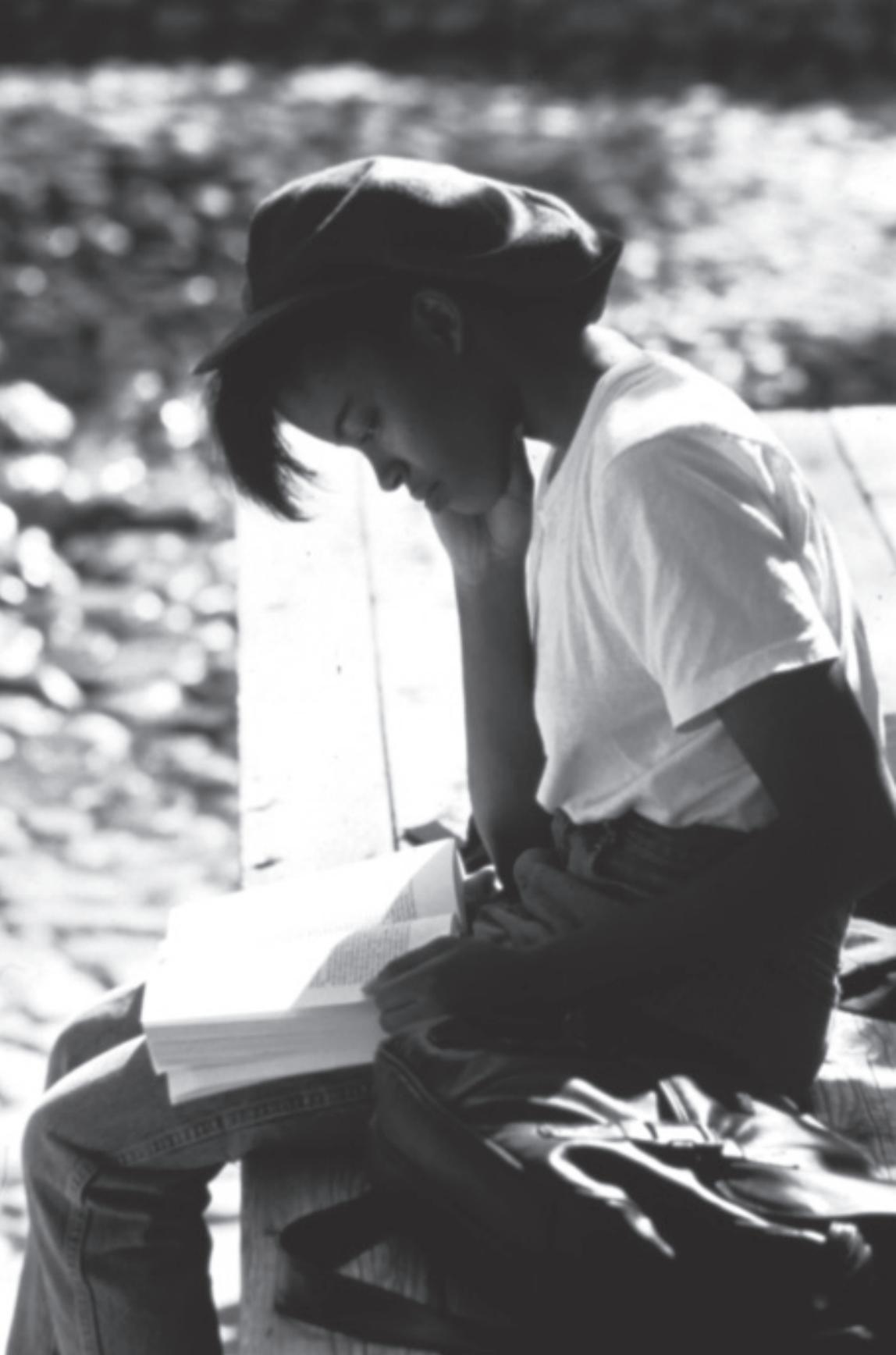
beginning of the spring semester for unfilled positions.

Elections are conducted by Senate members. Senate determines when, where and for how long the polls are open. However, the Senate Constitution mandates that polls be open five hours a day for a minimum of two days. Only students registered at Pitzer College may vote in student elections.

Elected student members of the committees listed above automatically become members of Student Senate and College Council. Appointed members also are voting members of Student Senate, as well as their committees, and often can vote on College Council.

*Recall Procedures:* When a petition signed by one-fifth of all full-time Pitzer College students requests a recall of an elected student, the Senate Chair must call an open meeting to which all students are invited for the purpose of a discussed recall. A recall vote shall require (1) that at least one-half of the eligible voters cast votes, and (2) that two-thirds of those voting favor recall. A successful vote for recall shall become effective upon the approval of the President.





# Code of Student Conduct

## Preamble

Pitzer College has a high respect for individuality among its students and acknowledges the right to explore, clarify, and adopt individual values. The College makes no attempt to stand in loco parentis or to be responsible for the total life of its students. The College does, however, have the responsibility of encouraging an atmosphere where students, staff and faculty can effectively pursue the goals of education and community living. All students are responsible for their own behavior and how this behavior impacts the community. The Code of Student Conduct seeks to protect the rights of the individual and the rights of the community with fairness, integrity, and respect for the goals of all.

The Pitzer College Code of Student Conduct sets out definitions of rules and fair procedures within the Pitzer community. As members of this community, students are required to abide by all the policies and procedures of Pitzer College and The Claremont Colleges as well as all local, state, and federal laws. It is each student's responsibility to be aware of the content of the Code of Student Conduct as well as other policies of the College, which are published in the Student Handbook.

This Code is reviewed periodically by the Judicial Council, which is composed of five students and five faculty members to reflect changes in community standards and is then adopted by College Council.

Disciplinary authority for the Code of Student Conduct originates in the Board of Trustees, the President, and the By-Laws of the College. The Judicial Council has authority to conduct hearings on charges of violations of the Pitzer College Code of Student Conduct, while the Office of Student Affairs is responsible for the administration of residential life policies and for

enforcing the disciplinary policies of the College. Decisions made by the Judicial Council or an administrative review are generally final. However, an appeal may be made on specified grounds by the respondent. The sanctions imposed by the judicial process will remain in place unless and until the appeal is successful and the sanctions are overturned.

## I. Definition of Terms

1. The term "College" means Pitzer College.
2. The term "student" includes all persons taking courses at Pitzer College, both full and part-time, and those who attend The Claremont Colleges and who reside in Claremont Colleges' residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Pitzer College are considered students.
3. The term "faculty member" means any person hired by Pitzer College and appointed by recommendation of Faculty Executive Committee to conduct classroom or teaching activities.
4. The term "member of The Claremont Colleges community" includes any person who is a student, faculty, or staff member, College official or any other person employed by the College(s).
5. The term "intercollegiate policy" means any of the several jointly adopted policies of The Claremont Colleges, which guide but do not supersede the procedures and policies of Pitzer College.
6. The term "College-owned property" includes land, buildings, facilities, and

other property owned jointly or singly by any of The Claremont Colleges or property of any facility or institution owned by or affiliated with The Claremont Colleges.

7. The term “Judicial Council” means the group of both faculty members appointed by the Pitzer College Faculty Executive Committee and student members elected by the student body of Pitzer College, who are authorized to hold hearings to determine whether a student has violated the Code of Student Conduct and to impose sanctions.
8. The “Dean of Students Office” is that official or the designees of the College appointed by the Pitzer College President and empowered by the Judicial Council through the College By-Laws to be responsible for the administration of the Student Code.
9. The term “judicial proceeding” means the procedures of a student disciplinary action, (either a Judicial Council hearing or administrative review) after a formal charge of a specific alleged violation of the Code of Student Conduct is made.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the “Code of Student Conduct,” the *Student Handbook*, and the *College Catalogue*.
13. The term “complaint” means the set of circumstances or events reported to the Dean of Students Office and/or being investigated, which may or may not lead to a written charge.
14. The term “complainant” refers to the individual(s) initiating a complaint of a violation of the Code of Student Conduct, which may or may not result in a charge.

15. The term “respondent” refers to the person against whom an alleged violation of the Code of Student Conduct is charged.
16. The term “victim” refers to the individual(s) who has been harmed by the alleged violation of the Code of Student Conduct.
17. The term “charge” means a written statement of the provisions of the Student Code alleged to be violated and the factual circumstances surrounding the alleged violation.

## II. Judicial Authority: Dean of Students Office

- A. Investigation and Resolution of Disputes:
  1. *Investigating.* The Dean of Students Office is responsible for enforcement of the Code of Student Conduct and for ensuring that the rights of all students are upheld. When a complaint is made against a student, the Dean of Students Office shall conduct an investigation to determine if the alleged violation(s) has merit. Any student against whom there might be a charge of a violation of the Code of Student Conduct has all the rights enumerated in Section VI of this code. In addition to these rights, the Dean of Students will provide the student(s) who is (are) being investigated or charged with a copy of the Code of Student Conduct as well as a sheet that points out the student’s right to consult an advisor and that offers a short list, prepared by Student Senate, of potential advisors (faculty, students, and staff) who have volunteered to provide students with information about the Code of Student Conduct and advice during the judicial process.
  2. *Severity of disciplinary cases.* A student charged with violating the Code of Student Conduct has the

right to have a hearing before the Judicial Council for any alleged violation. However, in cases of alleged minor violations, complaints can often be resolved without a full Judicial Council hearing. Generally, there are three levels of disciplinary action depending on the seriousness of the alleged violation.

a) Residential life complaints.

Complaints about student behavior and reports of alleged violations of residential life policies, such as noise policy, guest policy, pets, room changes, furnishings, etc. normally are first addressed by the Dean of Students Office. Such complaints are reviewed by a Hall Director and/or Associate Dean of Students and examined in a conference with the student(s). Many matters can be resolved at this level. Attempts at conflict mediation and reconciliation as well as resolution by imposition of sanctions for admitted violations may make unnecessary a formal judicial proceeding and bringing a charge. Resolution may entail a variety of responses, including no action, a warning, an educational or community service assignment, a fine, residential probation, restitution or some combination, depending on the severity of the case.

A respondent may appeal from the residence life staff to the Dean of Students for reconsideration on the same grounds as judicial appeals. (See Section VII. E.)

b) Administrative review option.

In the event of repeated complaints, such as those in A.1. above, about the same

person or somewhat more serious alleged violations, but where the potential sanction would not usually be suspension or expulsion, the respondent has the choice of either an administrative review within the Dean of Students Office, as provided for in II.B. below, or to have the case reviewed by the Judicial Council. An administrative review offers privacy and possibility of negotiation of the case. When offered this option, the student has five class days to decide. If the student chooses an administrative review, the student does not have the right to a hearing before Judicial Council for the same alleged violation(s). Once the student decides, a charge is issued and a date and time is set for the administrative review or Judicial Council hearing.

c) Cases in which the possible sanction could be suspension or expulsion from the College will be referred directly to the Judicial Council by the Dean of Students Office.

d) Mediation. Mediation is intended to allow the two people involved to discuss their respective understandings of the incident through the assistance of a trained professional. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to produce a written agreement that is binding on both parties. Mediation is not a procedural option for cases of Sexual

Offenses. Requests for mediation should be filed with the Dean of Students by the complainant and/or respondent, and both parties must agree to enter into mediation. In addition, the Dean or his/her designee must agree that mediation is a desirable method for resolution of the case. All parties have to agree to the choice of the mediator. If the process proves unsatisfactory at any time during the mediation before an agreement is reached, the complainant may pursue other courses of action.

- e) For alleged violations in either case b. or c. above, the Dean of Students Office meets separately with the complainant(s) and/or the alleged victim(s) to notify each of his or her rights and to provide each with a copy of the Student Code.

**B. Procedures for an Administrative Review:** If the respondent chooses to have an administrative review, the Dean of Students will notify the respondent in writing of the alleged violation(s) including the specific circumstances or behaviors alleged to have violated that policy or regulation. An Associate or Assistant Dean of Students (or in severe cases, the Dean) will review the case. The review will include individual interview(s) with the respondent, the complainant, the victim, any witnesses, and the review of other documentation or materials relevant to the case. Advisors to the respondent, claimant, or victim may be consulted beforehand, but will not be permitted to be present during the administrative review. The official who conducts the review will make a decision based on a preponderance of the evidence. That is, is it more likely than not that the respondent(s) is responsible for violating the Code of Student Conduct.

When a student is found responsible for a violation through an administrative review, the Dean of Students Office will impose sanctions. The range of sanctions that may be imposed includes, but is not limited to: community service, educational sanctions, referral to drug or alcohol counseling or rehabilitation, warning, probation, monetary fines, restitution, revoking of on-campus privileges (including on-campus housing), but does not include expulsion or suspension from the College. The respondent will be notified in writing of the results of the review. When a violation of the Code of Student Conduct is determined in an administrative review, and sanction is imposed by the Dean of Students Office, appeal, if any, is directed to the President. (See Section VII. E.). Grounds of appeal include violations of the student's rights as set forth in the Code of Student Conduct, insufficient or compelling new evidence, and/or severity of the sanction.

**C. Procedures for Mediation:** The only parties present at the mediation session(s) are the two persons involved in the incident, their advisors if they wish (a student, faculty, or staff member of The Claremont Colleges), and a trained mediator who should not be a student. The parties shall be offered the opportunity to participate without physically facing each other. If so requested, the mediator shall work out an acceptable arrangement. The mediator will listen to the parties and work with them to develop a written agreement on the key issues emerging from the incident, which may include an activity or restraints on behavior that one or both parties agree to following the mediation. The outcome will be communicated to the Dean of Students or his/her designee immediately. The written agreement will be kept in both students' disci-

pline files located in the Office of Student Affairs and may be used for purposes of sanctioning in subsequent judicial matters. Charges of violations of the agreement should be heard by the Judicial Council. There is no statute of limitations on the mediation process.

Note: If a hearing to consider an alleged violation(s) is submitted to the Judicial Council, whether because it is chosen by the respondent or referred by the Dean of Students Office, the hearing procedures described in Section VII below will apply. In either case, preparation of charges and notification of the Judicial Council Chair will be the responsibility of the Dean of Students Office.

### III. Proscribed Conduct

Violations of the Code of Student Conduct include

- A. Offenses against persons and property:
    1. *Threatening or endangering other persons.* No Pitzer student shall threaten or endanger the safety and/or well being of others.
    2. *Physical assault.* No Pitzer student shall attack or physically injure any member of the campus community or visitor to the campus.
    3. *Harassment.* Every Pitzer community member has the right to freedom from harassment and abusive behavior, including harassment directed at his/her racial, religious or ethnic background, physical disability, or sexual orientation. No Pitzer student may engage in behavior which is excessively or persistently annoying enough to detract substantially from the quality of life, or the quality of the working conditions of students or any other member of The Claremont Colleges. Examples of harassment can include: making excessive noise in residence halls, damaging or highly offensive practical jokes, and racist behavior. (Cases of alleged sexual harassment will follow the Sexual Harassment Policy and Procedures outlined in this handbook for resolution.)
  4. *Property offenses.* No Pitzer student shall steal, embezzle, damage, or endanger the property or otherwise violate the property rights of any Claremont College, jointly owned or affiliated facility, or of any member or authorized guest of the Claremont College community who is on College-owned property.
  5. *Firearms violations.* Firearms or other dangerous weapons are prohibited on campus. Any student with firearms must store them at Campus Safety headquarters.
  6. *Interference with College activities.* No Pitzer student shall act in an unauthorized way to make impossible the satisfaction of any physical condition necessary for the success of any authorized activity on College-owned property (by College-owned property we understand property owned jointly or singly by any of The Claremont Colleges, or property of any facility or institution owned by or affiliated with the Colleges.)
- B. Providing false information: No Pitzer student shall knowingly provide false information in relation to the implementation or enforcement of any College policies, rules or regulations. This includes, but is not limited to, forging instructor or advisor signatures or add-drop sheets or petitions, giving false or misleading information to College employees and committees, and knowingly giving false testimony to Judicial Council in the course of a

hearing. Every student must provide identification upon request of any College employee.

C. **Academic dishonesty:** Any member of the Pitzer community who is aware of academic dishonesty by a student has the responsibility to try to halt it, either by intervening immediately, or by speaking with the person committing it, and by reporting it to the Dean of Students Office for possible referral to Judicial Council. If an instructor concludes that the standards of academic honesty have been disregarded, it is his or her responsibility to make the information available to the student, to report the incident to the Dean of Students Office, and to tell the student that a report is being made. The faculty member may handle the case and impose any academic penalty including failure in the course. The faculty member should report the outcome to the Dean of Students Office. If a student disputes the incident or the severity of the penalty, he or she may have a hearing before Judicial Council.

1. *Plagiarism.* No Pitzer student shall appropriate the work of another – for example, parts of passages of another’s writings, the ideas and language of another, the artistic compositions of another – and pass them off as his/her own work. Students may not use substantial extracts from books, journals, or other sources without citation.
2. *Cheating.* No Pitzer student may intentionally use or attempt to use unauthorized materials, information, or study aids in an academic exercise or examination.
3. *Duplicate papers.* No student may hand in the same paper in more than one course without obtaining prior permission in writing from the instructor(s), and stipulating the conditions (such as extra research, length of paper, etc.)

4. *Facilitating Academic Dishonesty.* Intentionally or knowingly helping or attempting to help another to violate this code of academic integrity.
5. *Claiming Credit Falsely.* Intentional fraud, in which a student seeks to claim credit for the work or effort of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty can include forgery of academic documents, intentionally impeding or damaging the academic work of others or assisting other students in acts of dishonesty.

D. **Sexual Offenses:** Every Pitzer Community member has the right to freedom from harassment and/or abuse, including sexual offenses. When this right is ignored, the offense degrades the victim, our community, and society at large. Pitzer College will not tolerate sexual offenses of any kind. In recognizing both the physical and psychological trauma associated with such offenses, Pitzer College encourages victims to seek help from the Dean of Students, a Hall Director, an RA, or a potential advocate defined as a faculty, student, or staff member of The Claremont Colleges. Also in recognizing the difficulty that these cases present for individuals to come forward, Pitzer College recognizes that sexual offenses are a crime and victims are encouraged to address the issue through the criminal system and seek police help. In a judicial proceeding, information regarding prior sexual conduct of either the complainant or the respondent will not be considered relevant. The manner in which a complainant was dressed will not be admitted as evidence in any review or hearing.

Sexual offenses fall into four broad categories with the following defini-

tions. It is possible that a given incident could lead to more than one of these charges:

1. *Rape* is defined as sexual contact in which there is penetration of a bodily orifice (examples primarily include the genital and anal areas and the mouth) however slight by an object (examples include but are not limited to a penis, a finger, a bottle, etc.) in the absence of effective consent.
2. *Sexual assault* is any sexual contact without effective consent that occurs by a man or a woman where penetration has not occurred. Sexual assault includes but is not limited to the legal definition of sexual battery defined by the California Penal Code 2002 under Section 243.4 (a) as touching an intimate part of another person while that person is unlawfully restrained by the accused or the accomplice, and the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse. Touching as defined in the California Penal Code means physical contact with another person, whether accomplished directly, or through the clothing of the person committing the offense, or through the clothing of the victim.
3. *Sexual harassment* (between students) is defined as a pattern of unwanted and unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature. If it creates an intimidating, hostile, or offensive work, educational or student living environment. It includes but is not limited to any unwelcome touching, patting, pinching, or brushing against a person's body,

and any harassment directed against a person because of his/her gender or sexual orientation. It also includes any attempt to coerce an unwilling person to unwanted sexual attention or to punish a refusal to comply. Sexual harassment may also exist in power situations where one's submission to or rejection of another's behavior is the basis for decisions affecting that person. Cases of alleged sexual harassment will follow the Sexual Harassment Policy and Procedures outlined in this handbook for resolution.

4. *Sexual Exploitation* occurs when a student takes non-consensual sexual advantage of another individual or individuals for the purpose of his/her own or someone else's benefit, and the behavior does not fall under the previous definitions of sexual offenses.

Examples include, but are not limited to:

- Potential transmission of HIV or STD when the condition is known but undisclosed.
- Inducing incapacitation with the intent to rape or sexually assault – regardless if the sexual offense takes place (i.e. alcohol, date rape drugs, etc.).
- Videotaping and photography for the purpose of sexual arousal, sexual gratification, or sexual abuse without the knowledge and effective consent of all parties involved.
- Peeping Tommery.

All of the above definitions imply an absence of effective consent.

Effective consent is informed, freely and actively given, mutually understandable words and/or

actions; which indicate a willingness to do the same things, at the same time, in the same way, with each other. "Consent" is defined under the California Penal Code 2002 Section 261.6 to mean "positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved."

In cases where there is an absence of mutually understandable words and/or actions, it is the responsibility of the initiator to ensure that they have the consent of the other person(s). Consent for certain activities does not imply consent for other activities, and at anytime, regardless of what has previously occurred, consent can be withdrawn. The initiator should obtain consent before every stage of new sexual activity. The role of the initiator can change throughout the sexual encounter:

Examples of ineffective consent include obtaining consent through the use of fraud, actual or implied force in the form of physical violence, threats, intimidation, or coercion.

- Physical force exists when someone acts upon the subject physically by exerting control over the subject's body through violence, which can include punching, kicking, or restraining.
- Threats exists where a reasonable person would have been compelled by the words or actions of another to give permission to sexual contact they would not have otherwise given. Examples include threats to kill the subject, themselves, or to harm someone close to the subject.

- Intimidation exists where someone uses his or her physical presence coupled with menacing behavior to intimidate the subject(s) and no physical contact occurs, and./or knowledge of prior violent behavior coupled with menacing behavior of the respondent threatens the complainant.

- Coercion exists when the sexual initiator pressures the subject(s) in a manner that is oppressive and violates norms of respect to engage in unwanted sexual behavior.

An individual is incapable of giving effective consent when s/he is physically incapacitated as a result of alcohol or drug consumption, whether it is involuntary, or is unconscious, unaware, or physically helpless. Individual may not engage in sexual activity with another who one know or should be able to reasonably infer is physically incapacitated. A person is unable to give effective consent when they lack the ability to determine that a situation is sexual, and/or cannot rationally appreciate the nature and extent of that situation. A minor is never capable of giving effective consent.

Silence, previous sexual relationships, and/or current relationship with the respondent (or anyone else) may not be taken to imply consent. A person who is subjected to physical or sexual aggression is not required to actively resist. Intentional use of alcohol/drugs by the respondent is not a reason and/or an excuse for violation of the Student Code of Conduct.

- E. Misuse, theft, or abuse of College computer time or accounts. Violations of College computer policy will be heard as normal disciplinary or judicial proceedings.

- F. Violating College policies and relevant laws described in the Student Handbook, including but not limited to policies on:

Alcoholic beverages: See the College Alcohol and Drug Policy section of this handbook and the section on state and local alcohol laws.

Illegal drugs: See College Alcohol and Drug Policy section of this handbook and the section on state and local drug laws.

Sexual harassment: See Sexual Harassment Policy and Procedures section III.D. of this Code.

Sexual assault: See Claremont Colleges Inter-Campus Sexual Assault Policy Statement as well as section III.D. of this Code.

Computer use policy: See Computer User Agreement.

Fire and safety: See Fire Safety Regulations.

Outdoor art: See Outdoor Art Policy.

- G. Knowingly aiding another person in any violation of the Code of Student Conduct:

No student shall knowingly aid another person in the violation of any rules contained in this Student Handbook.

#### IV. Special Powers

- A. Violations of Law. Whether through administrative or Judicial Council action, the College reserves the right to impose sanctions against students for conduct that may violate any federal, state, or local law on or off campus, even though such crimes may also be tried in the local courts. When a student is charged with a legal violation, and College disciplinary action is also taken, campus proceedings may be carried out prior to, simultaneously with or following civil or criminal proceedings. The

College's proceedings are not bound by any determinations of fact or law made in any civil or criminal proceedings.

- B. Interim Suspension. Any student who, in the judgment of the Dean of Students or his/her designee, presents a clear and present danger to the health, safety, and/or welfare of the College community is subject to suspension from the College by the Dean of Students or his/her designee on an interim basis, pending a hearing by the Judicial Council. Such a suspension does not prejudice that a violation has occurred. Interim suspension will be followed by speedy access to a full and fair hearing.

1. A student whom a Dean of Students or his/her designee has placed on interim suspension pending a hearing may appeal such suspension to the President. The President shall issue her/his decision on such an appeal to the student in writing.
2. Should Judicial Council in a hearing find that no violation of the Student Code occurred, the interim suspension shall be lifted.

- C. Search of Rooms. Pitzer College respects the privacy of members of the College community. However, the College reserves the right to conduct searches of residence hall rooms if reasonable cause exists to believe that (1) activity is taking place which is detrimental to the health, safety, or welfare of the Pitzer College Community, or (2) activity is taking place which constitutes a violation of the Code of Student Conduct.

Determination of reasonable cause is to be made by the Dean of Students (or, in his/her absence, the Associate and/or Assistant Dean of Students). Every effort will be made to have present the student whose room is being searched. In addition, rooms

may be entered for routine cleaning services and/or to inspect or repair plumbing, electrical, heating and cooling systems, or room furnishings.

- D. **Campus Emergency Policy.** The President of Pitzer College and in his/her absence the Dean of Faculty or Vice President for Administration shall have authority to deal with any emergency that may arise on campus and to employ such means including the employment of counsel for this purpose and to delegate to the Provost of The Claremont Colleges such authority as may be necessary under the circumstances.

**V. The College Judicial Council**

- A. **Jurisdiction.** The Judicial Council shall hold hearings, make determinations of fact, and impose sanctions on those determined to be in violation of the Code of Student Conduct. The College Judicial Council shall not have appellate jurisdiction. If having completed a hearing, the Judicial Council finds that the respondent should be sanctioned for violating the Code of Student Conduct, the respondent may ask for a review of that decision by the President.

1. Any member of The Claremont Colleges community may bring a complaint against a Pitzer student to the Pitzer Dean of Students Office. The Dean of Students Office will attempt to resolve the case, if possible, including in some instances offering the respondent the option of having an administrative review. Section II. If the complaint cannot be resolved, or if the respondent or the Dean of Students elects a Judicial Council hearing, the Dean of Students will forward the case by preparing a written charge to the Judicial Council.

2. **Inter-campus complaints.** When Pitzer students are on the campus of another of The Claremont Colleges, they are expected to respect the regulations of that College as well as those of their own College. If a student of another College violates the regulations of the host College, judicial action may be brought against that student at his/her home college. The name of any students concerned, along with all pertinent information, will be sent to the Dean of Students of the College involved.

As a temporary measure, the administration of the host College may, at its own discretion, prohibit a student from coming onto its campus until judicial proceeding at the student's home college is complete. Such a prohibition shall be communicated to the student through his/her home college at the request of the host College.

3. In cases coming before the Judicial Council the Dean of Students Office shall formulate the charge, which shall be a written statement giving the relevant regulation or policy that has been allegedly violated and the specific behavior or sequence of behaviors alleged to have violated that regulation or policy. The respondent will receive written notice of any violation according to the procedures outlined in Section VII.B.
- B. **Composition.** The College Judicial Council shall consist of twelve members, including six members of the faculty (who shall be appointed by the President with the advice of the Executive Committee of the Faculty) and six student members in good academic and disciplinary standing, not subject to recall (who shall be elected by the student body). As

much as possible, faculty and student members should represent the diversity of the student population. To that effect Student Senate should make every effort to seek appropriate gender balance and ethnic and other forms of diversity in the slate of student candidates for Judicial Council. Similarly, faculty members should be chosen with the goal of ensuring approximate gender balance and ethnic diversity. The Chair shall be elected from among the voting membership of the Council. The Dean of Students or his/her designee may be present during a hearing as a non-voting member, but will not be present during the deliberations when members confer in closed session except as specifically allowed in Section VII.D.4. below.

1. *Quorum.* Five members shall constitute a quorum of the Judicial Council for the purpose of meeting. For a hearing, a quorum shall consist of five members, including at least two faculty members and two student members.

Prior to the hearing, the respondent and the complainant will be notified of the names of those members of the Judicial Council who will be hearing the case. If either objects to any member or members of the board, he or she may write to the Dean of Faculty requesting that those members be replaced. The letter must include an explanation for the objections. Removal from the hearing board will occur if and only if the Dean is convinced after investigating that absence of impartiality would result in an unfair hearing by allowing that member/those members of the Judicial Council to adjudicate the incident. Requests for removal shall not be revealed to members of the Judicial Council. If there are insufficient

numbers of faculty/students to reach a quorum, the Deans of Faculty/Students shall appoint an ad hoc replacement from among the faculty/students who have received Judicial Council training before the hearing.

2. *Notification.* The Pitzer College Code of Student Conduct and rights of students will be published in the *Student Handbook* each year.
3. *Reports.* The Judicial Council shall report at least once a year to the College Council the numbers and types of cases heard, the difficulties it has encountered, the recommendations made and sanctions imposed, the appeals made to the President, and the decisions of the President. These reports are for the purpose of informing the Pitzer community of the general nature of its judicial problems and shall avoid identifying the persons involved.
4. *Training.* The Dean of Students Office shall design and be responsible for providing comprehensive training, in consultation with appropriate professional external agencies, in sexual offenses, hate crimes, and other relevant topics to members of the Judicial Council.

**VI. Rights of Students Charged. (Bylaws, Art. VII. Sec. 7.7) Each respondent involved in a judicial proceeding shall have the following rights:**

- Right to be presumed innocent until proven guilty.
- Right to be informed, in writing, of the charges against her/him and in sufficient time to prepare for judicial proceedings.
- Right to a speedy hearing or administrative procedure.

- Right to have a formal hearing before Judicial Council for any alleged violation of the Code of Student Conduct.
- Right to a hearing separate from that of another respondent.
- Right to be assisted in her/his defense during a Judicial Council hearing by an advisor of her/his choice who must be a student, faculty, or staff member of The Claremont Colleges.
- Right to consult an advisor of her/his choice prior to an administrative hearing, who is a member of The Claremont Colleges and is knowledgeable about the Code of Student Conduct.
- Right to face the person who has brought complaints against him/her (the “complainant”).
- Right to refuse to respond to questions that are self-incriminating.
- Right to call material and character witnesses from the College community.
- Right to be free from a re-hearing for the same alleged violation.
- Right to be free of penalty or sanction if found not responsible for violation of the Student Code.
- Right to reconsideration of a decision on specific grounds (grounds for appeal are violation of a student’s rights as set forth in the Code of Student Conduct, insufficient or compelling new information, and/or severity of the sanction).

**VII. Judicial Council Hearing Procedures**

A. Purpose: The following are guidelines for conduct of Pitzer College Judicial Council hearings. This process does not intend to duplicate or imitate

criminal or civil legal procedures. Instead, the guidelines are meant: (a) to provide constructive, just, and prompt investigations and resolutions of complaints alleging violations of Pitzer College Code of Student Conduct, and (b) to provide fair treatment for all parties involved in disputes, those who have complaints as well as those against whom complaints are made.

B. Pre-Hearing Procedures:

1. Complaints of alleged violations which are being referred to Judicial Council for hearing shall be written, and delivered to the Judicial Council Chair, by the Dean of Students. Within two class days, the Judicial Council Chair shall arrange for a copy of the charge to be delivered in person to the respondent, as well as to the complainant(s) or victim(s). The copy to the respondent will constitute his/her formal notification of the charge(s) against him/her and the intent to hold a Judicial Council hearing. This written notification will include the complaint(s) against the respondent; the specific policies and portions of the Code of Student Conduct the respondent has allegedly violated; his/her rights as guaranteed in Article VII. Section 7.7. Pitzer College Bylaws; the nature of the information which will be presented against him/her, as well as any written or recorded statements obtained during the Dean of Students Office investigation, and the sanctions which could be applied if he/she were found in violation of the Code of Student Conduct.
2. The respondent has the right to have an advisor from The Claremont Colleges at the hearing who may be faculty, student, or staff. In order to aid in obtaining

support, the respondent may request that the Dean of Faculty appoint a faculty member to advise him or her in contacting witnesses and in other matters related to the complaints. If the charges are serious enough that they might result in suspension or expulsion from the College, the respondent is particularly advised to select an advisor to be present during the Judicial Council hearing.

3. The Judicial Council Chair sets a date for the hearing. Under normal circumstances the hearing should be scheduled for a date not fewer than 5 or more than 25 class days from the time the respondent was first formally notified of the charge(s) against him/her. The Judicial Council Chair shall inform both the respondent and the complainant(s) or victim(s) of the time, place, and date of the hearing. It is the responsibility of the parties to inform their respective advisors of this information. The victim(s) or complainant(s) will have available to them all information sent to the respondent by the Judicial Council Chair at the same time as the respondent is notified.
  4. Under extreme circumstances, either the respondent or the complainant may request waiver of the time limit for a hearing in writing to the Judicial Council Chair. A decision on the request will be made by the Judicial Council. All parties will then be notified of the date, time, and location of the rescheduled hearing.
- C. Hearing Procedures:
1. The respondent shall be informed of his/her rights and shall have an opportunity to speak and to present information in his/her

behalf. Should the respondent, having been properly notified of the date, time and place of the hearing, fail to appear at the time and place specified, the hearing shall proceed in the same manner as if s/he were present, unless the Judicial Council decides by majority vote to postpone the hearing.

2. No member of Judicial Council shall join or rejoin deliberations after a hearing has begun. No member may be excused from a hearing once it has begun except for good cause and by a majority vote of the other members present, and then only if such action does not violate the quorum provisions of Section V.D. above. No member of Judicial Council who has not been present for the entire hearing shall participate in the decision or in subsequent discussion of sanctions.
3. Judicial Council shall consider only information introduced at the hearing, before Council. Normally this will include a written statement from the complainant, from the respondent, and from any witnesses; it may also include responses to questions given during the hearing.

Written statements will be considered only when the respondent is aware of their content and of the names of those individuals who have made the statements and only when the student making the statements appears before the Judicial Council to answer questions about the statements. Character witnesses, if any, may state their knowledge of the character of the respondent, but must refrain from comments on the character of the claimant(s).

4. Except as provided under Section VII.D.6. below, only one witness shall be allowed in a Judicial Council hearing at any one time.
5. All questions during the hearing shall be asked by or to Judicial Council members. The purpose of the hearing is not to conduct a trial but to gain as full and fair an account as possible about the alleged violation and to determine whether a violation of the Student Code of Conduct has occurred. The respondent and the complainant(s) shall have the right to suggest questions to the Chair to be asked by Judicial Council members, but only Judicial Council members shall directly question the respondent, complainant, or the witnesses. The Chair, in consultation with the Judicial Council, may modify the question process to facilitate the proceedings. The Chair may exclude irrelevant and unduly repetitious information. Normally, the hearing conforms to the following order of procedure:
  - a. Presentation of the written charge from the Dean of Students Office, questions from Judicial Council members to the Dean of Students designee and/or the complainant(s) regarding the complaint.
  - b. Statements of witnesses on behalf of the complainant(s); questions from Council members to the witnesses.
  - c. Statement of the respondent; questions from Council members to the respondent.
  - d. Statements of witnesses on behalf of the respondent; questions from Judicial Council members to the witnesses.
  - e. At the option of the Council, a second round of questioning of the complainant(s) and any supporting witnesses a majority of the Council wishes to hear in rebuttal.
  - f. At the option of the Council, a second round of questioning of the respondent and any supporting witnesses a majority of the Council wishes to hear in rebuttal.
  - g. Close of the hearing.
6. The person(s) bringing the complaint and the respondent shall have the right to be present during presentation of evidence and questioning of witnesses. S/ he also shall have the right to be accompanied by an advisor of her/ his choice, who must be a student, faculty, or staff member of The Claremont Colleges.
7. In all Sexual Offense cases, the complainant shall be offered the opportunity to participate in the hearing without directly facing the respondent. If so requested, the Judicial Council Chair shall make appropriate arrangements. For example, the room may be partitioned so that the complainant and the respondent do not see each other. In any case, the respondent and the complainant and/or their advisors shall have the opportunity to hear the testimony, have questions asked of the other party during the hearing process, and to hear responses.
8. No actions shall be taken in a Judicial Council hearing which would impede the orderly conduct of the hearing. Disruption of the Judicial Council is a violation of the Code of Student Conduct. The Chair may at any time recess a hearing to provide for gathering additional information or simply to provide a break in the hearing or deliberation.

9. A verbatim record (such as a tape recording) shall be made of every Judicial Council hearing. This record shall be kept in the Dean of Students Office and shall remain confidential, although it may be made available upon request to the respondent. The record shall be destroyed five years after the respondent's graduation or withdrawal from Pitzer College.
  10. The hearing shall be closed.
- D. Decision and Sanctions:
1. The decisions of the Judicial Council shall be based solely upon information introduced at the hearing, before the Council. In determining sanctions the Council shall consider the nature of the violation and the circumstances under which the violation occurred. The Council may consider the previous conduct record of the respondent with respect to the application of sanctions only.
  2. When a sanction requires a period of time for completion, the deadline for completion shall be specified. The respondent must report to a designee of the Dean of Students when he or she has completed the sanction. The case is not complete until the sanction has been completed and cleared by the Dean of Students Office. The Judicial Council will not monitor or reconsider a sanction once it is imposed.
  3. The decisions of the Judicial Council shall be based on a standard of a preponderance of the evidence presented. The direct statement of a witness, including the complainant, the victim, and the respondent may be taken as sufficient proof of any act. Statements made by any witness must be evaluated for bias, plausibility, credibility, and consistency along with other available information. Any relevant information may be admitted if it is the type on which reasonable persons are accustomed to rely in the conduct of serious affairs. Unruly, irrelevant or unduly repetitious information may be ruled out of order by the Chair. The decisions of the Judicial Council and its imposition of sanctions shall be reached in closed session by a majority vote. The Chair shall vote only in case of a tie.
  4. If it finds that a violation of the Code of Student Conduct has occurred. Judicial Council shall consider the nature of sanctions to be imposed. At this phase of deliberation, the Dean of Students or designee may provide the Council with historical information on the past conduct record of the respondent and the history of sanctions in similar cases.
  5. Sanctions normally considered include (but are not limited to) the following:
    - a. Disciplinary probation: Formal notice compelling a student to exhibit good behavior during a specified probationary period. Violations during the probationary period may result in temporary or permanent separation from the College.
    - b. Removal from residence and/or board: Revoking, for specific period of time, the privilege of on-campus residence and/or campus meals.
    - c. Full Suspension: Temporary separation from the College for a specified period of time. The terms of the suspension shall be set by the Council and may include special conditions which must be satisfied during the

suspension and/or special conditions which would be in effect upon the student's return to the College

d. Expulsion: Permanent separation from the College.

6. Other sanctions. In addition to the sanctions above, the Judicial Council may impose disciplinary sanctions which are not listed above.
7. Expulsion is mandatory when a student is found in violation of the code on the charge of rape. A sanction of expulsion will be strongly considered in cases of gender-related physical assault.
8. Rehabilitative activities. In addition to any sanction, the Council may recommend rehabilitative activities undertaken by a student, including community service, participation in drug or alcohol abuse programs, etc.
9. Notification of decision. The respondent shall be notified in writing, within two class days following the hearing, of the Judicial Council's decision and recommended sanctions, if any. Written notification shall include a summary of the reasons for the decision and an explanation of any sanctions imposed. In the case of an alleged sexual offense, intercollegiate policy and the California Educational Code require that the complainant(s) and or victim(s) who have been parties to the case and other appropriate College officials will be notified about its disposition within three days.

E. Appeals Procedure:

1. Judicial Council decisions and sanctions are expected to be final. On specific grounds, the respondent may request that the

President reconsider the Judicial Council's decision. The appeal must be made in writing, and must be made within five class days of written notification to the student of the Judicial Council's decision. Grounds of appeal include violations of the student's rights as set forth in the Code of Student Conduct, insufficient or compelling new evidence, and/or severity of the sanction.

2. No more than five class days after receiving the written appeal and a completed transcript of the hearing, the President shall communicate her/his decision on any appeal to the respondent, the complainant, and the Judicial Council Chair. If the President modifies the imposed sanction in any way, she/he shall communicate that fact and the reasons for making such a modification to the respondent, the complainant and the Judicial Council Chair. The decision of the President shall be final.
3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present evidence that a violation occurred and giving the respondent reasonable opportunity to prepare and present a rebuttal of these allegations.

- b. To determine whether the decision reached regarding the charged student was based on substantial evidence, that is whether the facts were sufficient to establish that a violation of the Code of Student Conduct occurred.
- c. To determine whether the sanction(s) imposed was appropriate for the violation.
- d. To consider whether there is new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

**F Confidentiality:**

All information pertaining to investigations and hearing proceedings is confidential and shall be shared only by Judicial Council members. The Judicial Council Chair may, however, share such information with individual members of the College administration and staff on a need-to-know basis. "Need-to-know" is defined as information necessary to carry out the College judicial process.

**G. Community Notification:**

Within five class days after completion of a judicial hearing and appeal (if any) to the President, the Judicial Council may publicly inform the Pitzer community (and, in cases involving complainants from the other Claremont Colleges, the home colleges of said complainants) of its decision, sanctions imposed, and the action of the President. In cases in which the respondent has been found in violation of the Code of Student Conduct, publicity (including the name of the student) shall be at the discretion of the President. In cases in which the respondent was found

not to have violated the code, such publicity shall be at the discretion of the respondent.

**H. Records and Enforcement of Disciplinary Action:**

1. Records of Judicial Council decisions and sanctions shall become part of the student's disciplinary files (those maintained in the Dean of Students Office) and shall be kept for a period of five (5) years after the student's graduation or separation from the College.
2. At the discretion of the Dean of Students in consultation with the Judicial Council, proceedings may continue without the student being currently enrolled.
3. No student shall be graduated while a complaint brought against him/her is pending before Judicial Council. No student shall be graduated without first fulfilling the terms of a disciplinary sanction.
4. The Dean of Students Office shall be responsible for enforcing disciplinary sanctions.
5. Any student on whom a sanction has been imposed may include in her/his student record a written response concerning the decision and sanction.

*Approved by Pitzer College Council 5/9/02.*



# General College Policies

## Alcohol and Drug Policy

In light of Pitzer's distinct educational objective that students develop "concern with the social consequences and ethical implications of knowledge and action," the College has put in place an alcohol and drug policy grounded in the individual and collective responsibility of each member of the Pitzer community. It is the College's intent that, "through examining the social consequences and ethical implications of the issues they explore, students learn to evaluate the effects of individual actions and social policies and take responsibility for making the world we live in a better place." This policy seeks to apply this philosophy to the social life of our own community.

As an institution of higher education, Pitzer College seeks to promote responsible decision-making on the part of all members of the College community, especially in choices which affect their own health and safety and that of others. The irresponsible use and abuse of alcohol, drugs, and tobacco can result in serious health damage, such as liver disease, respiratory problems, and brain damage. Misuse can lead to socially and morally unacceptable behavior such as driving under the influence, sexual violence and violation, impaired judgment with regard to safer sex practices, vandalism and property damage. Such behavior, in addition to being destructive to individuals, is destructive of the community environment that is a key element of Pitzer College.

Students are encouraged to take advantage of alcohol and drug education opportunities made available through college resources such as regular alcohol awareness workshops offered to Pitzer students through Health Education Outreach. Additional resources are available for individual

needs. Among those who have been trained and are prepared to provide information support and referral are Resident Assistants, Hall Directors, Deans, and Pitzer's Substance Abuse Education and Outreach Coordinator. Students may also wish to consult faculty advisors or the Office of the Chaplains. Monsour Counseling Center can arrange for professional assessment of substance use and abuse and can provide referral for professional treatment. Students are urged to utilize the full range of services and resources that are thus made available to them.

In adopting and implementing its alcohol and drug policy, Pitzer College is complying with Public Law 101-226, the Drug Free Schools and Communities Act, which requires the College to have a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities.

In addition there are liability issues for both students and the College. Pitzer College community members, regardless of status, are subject to local, state, and federal laws, as well as applicable campus policies, and in light of our educational objectives, are to exercise personal and collective responsibility in regard to these laws and campus policies. Faculty adherence is a matter for the Dean of Faculty. Staff adherence is a matter for the Director of Personnel. Student adherence is the responsibility of the Dean of Students. The following College regulations on alcohol and drug use apply to students.

The College will, whenever possible, seek to use educational and rehabilitative methods to deal with problems related to drug and alcohol consumption. However, where offenses warrant, the College will not hesitate to use all sanctions available, including expulsion from the College. The range

of sanctions is listed under the Code of Student Conduct.

A. Regulations regarding alcoholic beverages: The illegal consumption of alcohol and drugs is not permitted at Pitzer College, or at College sponsored off-campus activities, and is subject to administrative or judicial response. Furthermore, the College strongly discourages the irresponsible consumption of alcohol at the College and at College sponsored off-campus activities. **The consumption of alcohol by students over 21 years of age is allowed at approved registered events and in the privacy of their own room, provided their behavior does not disturb others. The following are prohibited:**

1. The use of alcoholic beverages by individuals under the age of 21.
2. The sale or furnishing of an alcoholic beverage to anyone under the age of 21.
3. The sale of alcoholic beverages without a valid license. The exchange of funds at an event where alcohol is served (e.g. donations at the door, admission charges, the purchase of cups, etc.) is interpreted as sale.
4. The first ten days of the fall semester and finals week of fall and spring semester are designated as Dry Weeks. No alcohol will be served at any registered or school sponsored event on-campus.
5. Large quantities of alcohol at unregistered events, in private rooms, and in residence halls (e.g. kegs, pony kegs, beer balls, etc.). Such quantities of alcohol may be confiscated.

6. The consumption of alcohol in public areas, with the exception of special events, registered with the Dean of Students or his/her designee. Public areas include administrative and academic buildings, residence hall common areas including lobbies, living rooms, special purpose rooms, corridors, basements, stairwells, laundry and vending machine areas; and outdoor areas including sun decks, courtyards, parking lots, etc.
7. The use of student activity funds to purchase alcoholic beverages.
8. Tampering or altering student ID's or using false ID.
9. Any advertising for events, which indicates or implies that alcohol is to be served. The College requires the prior approval of all advertising for events by the Dean of Students or her/his designee.
10. Disorderly behavior related to alcohol use. Hosts, sponsoring individuals and/or organizations are responsible and accountable for such behavior.

B. Regulations Regarding Drugs  
The following are **prohibited**:

1. The possession, use, cultivation, sale, or transfer of illicit drugs.
2. The possession of drug paraphernalia, including pipes, needles or other contrivances used in the consumption of illicit drugs. Such paraphernalia will be confiscated.
3. Disorderly behavior related to drug use. Individuals will be held accountable for such behavior.

C. Registration of Special Events Where Alcohol is Served: The College aims to promote a lively and varied social life within our community. Parties play an important role in this and the following rules are intended to

facilitate such events in safety and in accordance with College policies. All events involving the serving of alcohol in public areas must be formally registered with and approved by the Dean of Students or his/her designee. Individuals or groups serving alcoholic beverages must comply with the following guidelines:

1. Events in residence halls involving 15 – 35 guests must be registered 3 to 5 days prior to the event. Two students aged 21 years or older must assume responsibility for compliance with College policies at the event and be present and sober during its entire duration. All publicity must be approved prior to posting.
2. Events involving more than 35 guests must be registered 7 to 10 days before the event. Two students aged 21 or older must assume responsibility for compliance with College policies at the event and be present and sober during its entire duration. Events involving the reservation of common areas, approval of Hall Councils, contracting Campus Safety, etc. should begin arrangements earlier than 10 days before the event. All publicity must be approved prior to posting.
3. All events must conform to fire codes concerning maximum occupancy.
4. Alcoholic beverages may be served and consumed only by individuals twenty-one and over who are members of the College community or invited guests. Alcoholic beverages cannot be served or consumed at events that are open to the public without special approval through the Office of Student Affairs.
5. The sale of alcoholic beverages is prohibited.
6. Anyone who cannot prove that he or she is at least 21 years of age may not be served an alcoholic beverage at registered events. A valid college ID is required for currently registered students. State issued photo ID is required for all non-Claremont students.
7. Only beer and wine can be served as alcoholic beverages. The ratio of alcoholic beverages per guest expected to attend will be set by the Office Student Affairs. All parties must serve high quality alternative beverages (i.e. brand name soft drinks or mocktails). At least twenty five percent of all beverages must be non-alcoholic beverages not intended as mixers.
8. All parties must serve high quality food other than salty snacks throughout the duration of the event (e.g. veggies and dip, fruit platters, cheese and crackers, etc.).
9. All registered events with more than 35 guests must use designated “servers.” These “servers” must be at least twenty-one years of age and will have taken a course on how to properly distribute and serve beverages at parties. The “servers” will follow the guidelines of the Pitzer College Alcohol Policy when working at events. If it is found the “servers” are not following policy, the party will be closed. Individuals and/or sponsoring groups will be held accountable for violations of College policy.
10. Campus Safety officers must be employed at events where alcohol is present, as determined by the Office of Student Affairs.

**Computer Use Agreement:** Use of your computer accounts and related services are a privilege. By signing the account agreement, you have agreed to obey the rules and policies of the Pitzer Academic Computing Department. Failure to follow these rules will result in the loss of this privilege.

- Users of any of the Pitzer College computer resources will follow all general lab rules.
- Users will only use one computer each time.
- Each user is assigned an individual account. Users will use this account only. Users will be expected to show some form of identification to verify their identity when acquiring their account.
- The user is responsible for choosing a password during his/her first session, and for maintaining its security (users may choose to change their password periodically).
- The computer accounts of other users are private. Any person(s) copying from another user's files without their permission may lose their system privileges.
- Users misrepresenting themselves while using any of Pitzer's computer resources will not be tolerated. This refers especially to sending e-mail messages using a falsified name or someone else's account.
- Unauthorized use of the computer network will **NOT** be tolerated. **Disciplinary action will be taken.** This includes attempting to break into another system.
- **ANY** process, which might result in loss of effectiveness or possible system malfunction, should first be cleared with either the System Manager or the Lab Manager before attempting to execute the program. Large processes should be run as batch jobs, especially while the system is heavily loaded.
- **ANY** changes to the content or configurations of any system or computer **MUST** first be cleared with either the System Manager or the Lab Manager. This includes adding and running any programs outside of the established computer lab catalog (i.e. games).
- Users of the system are subject to federal, state, and local laws.
- Violation of copyright laws will not be tolerated. Copyrighted material will be removed; this includes images and software that is not licensed.
- Users should follow any reasonable instructions given by the consultant on duty.
- Any complaints regarding a user should be forwarded in writing or via e-mail to the Lab Manager.
- Users are not permitted to let friends and/or relatives use their accounts. Anyone violating this is subject to having his or her privileges revoked.
- No commercial use of any computing service is allowed.
- Computer resources may not be used to engage in abuse of other users, such as sending abusive or obscene messages within or beyond Pitzer via the network.
- Users are responsible for their own data. All files should be saved either to a disk or to the user's home directory. Any files that are NOT saved in a user's home directory are subject to erasure. The systems are cleaned out on a regular basis.
- Abusive or improper use of computer resources is not allowed. This includes, but is not limited to, misuse of system operator privileges, tampering with equipment, unauthorized attempts at repairing equipment, and unauthorized removal of equipment components.

*The protocol for the use of a computer is:*

- Any faculty or staff member of Pitzer College who has reserved time for “academic activities.”
- Any Academic Computing staff member doing work related to their position.
- Any student of Pitzer College who has reserved time for “academic activities.”
- Any student, faculty or staff member of Pitzer College **NOT** having previously reserved time for academic activities.
- Any student, faculty, or staff member of any of the other Claremont Colleges who has his or her own valid account.

**Note:** “Academic activities” is defined as research, class use, and class assignments.

*The Claremont Colleges-Policy Regarding Appropriate Use of Campus Computing and Network Resources:* An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges’ students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges’ regulations and policies.

Computing and network facilities resources users are required to use these resources within the Colleges’ standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the

world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;
- All other similar resources owned, controlled, and/or operated by the Colleges; and
- Services to maintain these resources.

*Ownership:* The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

*Access to Resource:* Access to CNF resources is a privilege, which is allowed only to the Colleges’ authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

1. You must understand and comply with all applicable federal, state, and local laws.
2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere.

3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals.
9. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the Federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
10. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
11. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
12. You must not create or willfully disseminate computer viruses. You must employ appropriate virus protection methods to avoid damaging CNF resources.
13. Use of CNF resources for advertising, selling, and soliciting is prohibited without the prior written consent of the Colleges, and use of CNF resources for commercial purposes or for personal financial gain is prohibited. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclo-

sure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.

15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective Information Technology organization of one of The Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

*Password/Security Codes:* Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium. (rev. 6/27/02)

**Demonstrations:** The undergraduate Claremont Colleges, Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College together with Claremont Graduate Univer-

sity, Keck Graduate Institute and Claremont University Consortium (CUC) are all member institutions of the "Claremont Colleges." Each of these member institutions respects the rights of free speech and peaceful assembly and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceful, and infringes upon the rights of others, threatens property or public safety, or impedes the business of the member Colleges or CUC, the individuals and CUC will act according to this policy.

Every institution in the consortium has instituted procedures for presenting and peacefully resolving disagreements about policies. Officials at the individual Claremont Colleges and CUC are willing to examine, discuss, and explain institutional policies to any member of The Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of The Claremont Colleges or of Claremont University Consortium or their affiliated institutions is prohibited.

Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but The Claremont Colleges individually and collectively subscribe to the general guidelines listed below.

- Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property.
- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or CUC.

If an officer or designee of an affected College or CUC informs individuals in a given area that their collective actions are judged

non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.

Any individual action in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's or group's behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or Consortium policy will not excuse violations. Charges will be brought at the home college of the accused.

Any President on his or her home campus, or designee, or the Chief Executive Officer of CUC, or designee, on the property of CUC, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home college's disciplinary procedures. The Presidents and the Chief Executive Officer of CUC may delegate their authority to act.

*Enforcement Policy: In the event of a non-peaceful or disruptive action on the property of any of The Claremont Colleges, CUC, or any of their affiliated offices or programs, the affected College or Colleges or Claremont University Consortium will act according to the following procedures:*

1. The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of CUC, in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest.
2. The Colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as vio-

lation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action – including requests for suspension – and take action that is consistent with and/or allowed by disciplinary procedures at the home campus.

3. Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to CUC.
4. All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing. Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person, California Penal Code Section 834).
5. Individual Claremont Colleges and CUC may bill students or file civil suits to recover damage and costs.
6. While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

**Fire Alarms and Building Evacuations:** The careless use of fire, the removal of or tampering with fire fighting equipment, and the setting off of "false" fire alarms endangers the lives and property of the Pitzer College community and is prohibited on its campus. (This violation of state law is classified as a misdemeanor and can result in a fine of up to \$1000 and a pos-

sible jail term of up to one year.) Judicial action will take place against an individual or group that violates this policy. Individuals refusing to evacuate a building during a fire alarm or other building evacuation can be cited by the Fire Marshall and are subject to judicial action. (Refer also to the section on fire safety regulations within the section on Residential Living).

**Leave of Absence and College Withdrawal:** Students may sometimes find it necessary to interrupt their college education. When a financial, medical or other situation makes it impossible or unwise for students to continue enrollment, they may apply to the Registrar's Office for a leave of absence or withdrawal for personal reasons.

A leave of absence permits students to return to Pitzer without applying for readmission to the College. Leaves will normally be approved for no more than two consecutive semesters. If students decide not to return to the College after a leave of two semesters, they will automatically be withdrawn from the College and must re-apply for admission to return thereafter. Students may request an extension of a leave for one additional semester in case of extenuating circumstances.

For information on refunds in case of leaves or withdrawals, please refer to the section on "Refund Policies" in the Pitzer College Catalog.

*Involuntary Leave of Absence:* When there are indications that a student's behavior could result in psychological or physical harm to her/himself or to others, prompt and decisive action is in the best interest of everyone. The Dean of Students may place a student on involuntary leave of absence for a specified period or until such time the danger may be shown to no longer exist. Any student arrested for a felony or a misdemeanor involving crimes of violence, dishonesty, or moral turpitude may be immediately placed on involuntary leave. The College shall retain discretion to determine when it would be appropriate for the student to return to study.

**Medical Insurance:** All students are required to have medical insurance for the entire school year. Proof of insurance coverage must be provided **every year by every student** no later than the end of the first week of class, or a student is automatically enrolled under The Claremont Colleges' Students' Accident and Sickness Medical Expense Insurance plan. **Once the student is enrolled, the fee is non-refundable.** Returning students are given the opportunity to sign a document stating their insurance remains the same. It is the student's responsibility to notify the Office of Student Affairs of any change in insurance. Note: the insurance provided by The Claremont Colleges does not cover accidents sustained while participating in or practicing for any intercollegiate sport.

This is a medical insurance plan of which The Claremont Colleges have arranged to provide, using Student Health Services for basic health care services and as a source for referrals. The insurance carrier provides partial coverage for medical and surgical expenses after a stated deductible, with both basic services and major medical services included. An explanatory brochure is available to all students from Student Health Services and the Office of Student Affairs.

**Notifications:** The Office of Student Affairs considers communication through the student Pitzer email account and/or the assigned student campus mailbox to be the official and formal way of contacting students.

### **Outdoor Art Policy**

1. **Residence Hall Policy:** Policy regarding outdoor art within the residence halls will be left to the discretion of the individual hall governance. Each hall will formulate its own policies and procedures for art on exterior and interior walls and will display these in a prominent place. Areas left to the jurisdiction of the hall governance will include semi-public spaces inside the residence halls, exterior non-courtyard wall of the residence halls.

However, the following provisions will apply:

- a. Hall governance bodies must recognize that this empowerment comes with responsibility, and that they are ultimately accountable, in association with the artists, for all art in or on the residence halls. Accountability, on the part of the artist and the hall governance body, includes being financially responsible for both the original artwork and its removal. Artists must therefore be prepared to pay for this process themselves or to locate another source of funds. It is important that the hall governance communicate this in advance to prospective artists in the policy they choose from. In the event that a piece of art stays up past graduation or transfer of an artist, that artist would have already allocated funding for the removal of the art before his or her graduation/transfer. This funding may be kept by the hall governance body in a rolling fund earmarked for the particular work of art. However, in the event that this does not happen or that the funds prove to be insufficient, the appropriate hall governance will absorb the cost of its removal.
  - b. All wall art will be painted over at the end of the academic year. If any member of the community wishes that a piece remain past the end of the academic year, they may petition the appropriate hall governance body, and the petition will be put to a vote by the hall governance body.
  - c. If the piece in question is on one of the exterior non-courtyard walls of the residence halls, anyone attending the hall governance meeting – including non-residents – will have a vote. In such a case, the issue at hand and the time of the meeting will be publicized.
  - d. If any art is found offensive by any member of the community, he or she may bring a grievance to the residence hall council and suggest that it be painted over. The issue will then be voted on by the residents of the hall. Again, if the piece is on an exterior non-courtyard wall, any member of the community will have a vote in granting or denying the motion.
  - e. Until a proposal has been decided upon and implemented by the hall governance body, no new art projects may begin on residence hall walls.
3. All Non-Residence Structures: This would include all spaces not covered by Section 1 – that is, the interior and exterior walls of all campus buildings and all \*other structures except for the three residence halls. Unsolicited proposals for painting, murals, sculptures, or hung pieces of art from students, faculty, or staff could be brought for review and approval to the Ad-hoc Campus Aesthetics Committee appointed by FEC each year. This Ad-hoc Campus Aesthetics Committee would also solicit, and request funding for, one or more pieces of campus art each year and plan a campus-wide event surrounding the execution and installation of this art. These pieces could become permanent parts of the Pitzer landscape or could be displayed for a short time and removed. The Ad-hoc Campus Aesthetics Committee would work with artists to determine the relative permanence of the works installed. Attention should be given to procedures and funds for maintaining works that remain longer than one academic year. Whenever possible, one of the College’s artists might be asked to participate with the Ad-hoc Committee on these matters relating to College art.

\* The title and text originally include the phrases “[Excluding Covered Walkways]” and “except for the covered walkways” respectively. The Council voted that the covered walkways are not to be used for spontaneous art. Therefore, unless and until this policy is amended, the covered walkways will be defined as non-residence structures.

#### 4. Suggestions

- a. We propose that the north wall of Mead Hall be designated as a legacy wall much like the legacy wall at Scripps. Ideally, each class would contribute a piece to the wall.
- b. Students who anticipate problems in financing their art projects may want to solicit funding from hall governance bodies, the Student Senate, PAct Programming Board, Campus Life Committee, or a variety of other sources – in short, be resourceful and creative. This funding should be designated to allow for both the cost of the original art and the cost of re-painting spaces, if needed.
- c. Each hall could designate a space for members of the College community to express themselves in a spontaneous fashion. Approval would not be required to make contributions to this space. New contributors are understood to have the right to paint over existing statements or representations at any time.

#### **Parking, Traffic, and Motor Vehicle**

**Regulations:** Automobile parking is tight at Pitzer. The Claremont Colleges are small and each campus is accessible to the others via footpaths and sidewalks, so we strongly recommend that you not bring a car to campus. If you must bring a car to Pitzer, several things are important to know.

1. Automobiles must be registered with Campus Safety; unregistered cars will

be towed (at owner’s expense) from campus parking lots after three (3) non-registration tickets. Campus Security representatives are available at Financial Registration for the purpose of registering your vehicles. This is a nominal fee each semester for registering your vehicle.

2. Cars registered with a “PZ” (Pitzer student) sticker may be parked in lots adjacent to Holden, and Sanborn residence halls, and in the East Mesa parking lot. Because there are not sufficient spaces adjacent to each residence hall for all residents in that building, you should not anticipate being able to park directly next to the building in which you live.
3. Prohibitions against parking in fire lanes (red curbs) and handicapped spaces (blue curbs or wheelchair logo) are strictly enforced and citations are made by Campus Safety and by the Claremont Police and Fire Departments. Repeated fire lane or handicapped space parking violations may result in your automobile being towed (at your expense) or in denial of automobile registration privileges.

A brochure entitled “Regulations Governing the Use of Motor Vehicles” is available from Campus Safety upon request. The brochure includes detailed information on automobile registration, operation and parking of vehicles, parking areas and zones, citations, fines, and penalties, and other aspects of motor vehicle regulation enforcement. Read this brochure carefully; you are responsible for adherence to the regulations described in it.

Students should be aware that between 2 a.m. and 6 a.m. no parking is allowed on any street in Claremont, except for where the street has been specially designated and posted for overnight parking.

All parking fines must be paid at your Student Accounts Office within 10 working days after issuance of citation.

### **Protocol for Contacting Local Law Enforcement for Assistance**

1. When a disruptive situation on a campus or campuses reaches a stage where a police presence is deemed necessary to restore normal college operations, the President, President's designee or the CEO of CUC or the CEO's designee may seek police intervention.
2. When police intervention is required and arrests ensue, the police assume that the Colleges or CUC will bring trespass or other legally appropriate charges against those arrested.
3. In a non-peaceful situation that poses a threat to public safety, the police role is altered. Actions that endanger or threaten to endanger persons or property may result in police intervention, arrests, and charges even if not initiated by College officials. Non-peaceful situations may be policed and prosecuted without College involvement.
4. When police are called to manage or to intervene in a disruptive or nonpeaceful incident, the situation becomes a police matter. The police will determine appropriate action - what steps it is necessary to take and what level of force should be used.

Approved by the Council of The Claremont Colleges, August 28, 2001. This policy is not to be amended or changed without approval of the Council.

**Returned Checks:** If a check submitted to a student account is returned unpaid, a \$50 returned check charge is assessed. All other returned checks are subject to a \$25 return fee.

### **Sexual Harassment Policy and Procedures**

#### **I. Policy**

*Policy Statement:* It is the policy of Pitzer College to maintain the College community as a place of work and study for students, faculty, and staff free of sexual harassment and all forms of sexual intimidation and exploitation. It is fundamental to the concepts of academic freedom and equal opportunity that each member of the College community be treated with dignity and without regard to any factor irrelevant to participation in the activities of this community.

It is further the policy of the College to prevent, correct, and remedy sexual harassment. All students, faculty, and staff are subject to this policy. Persons who are not employees of the College but who perform work at the College for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects, etc.) are required to comply with this policy. Violation of this policy by such persons is likely to result in their being barred from the workplace upon the first offense. All members of the College community are encouraged and expected to make it known promptly, through the avenues identified below, whenever they experience or witness sexual harassment as defined below. Likewise, all members of the College community are encouraged and expected to make it known promptly, through the avenues identified below, whenever they have knowledge that false charges of sexual harassment have been made. Individuals who have been judged to violate this sexual harassment policy will be subject to appropriate corrective action, which may include, but is not limited to, written warning, transfer, suspension, or dismissal. Reprisals against an individual who in good faith raises a concern or makes a charge about behavior that may violate this policy are against the law and will not be tolerated. Intentionally false charges are grounds for discipline and may constitute just cause for dismissal. After investigat-

ing complaints of harassment under this policy, the College may impose discipline for inappropriate conduct that comes to the College's attention, without regard to whether the conduct constitutes a violation of law.

Pitzer College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College, and this policy is not intended to stifle freedom of expression nor will it be permitted to do so.

*What is Sexual Harassment:* Sexual harassment consists of unwanted and unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress; or
2. When submission to, or rejection of, such conduct by the individual is used as the basis for employment or academic decisions or evaluations affecting the individual; or
3. When the conduct has the purpose or effect of creating an intimidating, hostile, or offensive work, educational, or student living environment; or
4. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Pitzer College.

The determination of what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms. It may be subtle and indirect, or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical rela-

tionship. An important question is always whether the conduct is unwelcome to the individual to whom it is directed, regardless of the intentions of the actor.

Sexual harassment may include unwelcome verbal comments, written harassment via notes, letters, or electronic mail messages and displays on public workstations. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, constitutes gross misconduct and will not be tolerated; a single incident of coercive behavior could be grounds for discharge or expulsion. Sexual harassment usually involves sexual advances that are repeated and unwanted.

*Consensual Relationships Policy:* The College recognizes and individuals should be aware that consensual sexual relationships can result in claims of sexual harassment because the degree to which consent is voluntary may be questioned when a power differential exists. If a sexual harassment claim is filed following what one or both of the parties may have initially viewed as a consensual relationship, the consent is evaluated in light of this power differential.

Sexual relationships between employees and their supervisor or students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student or a supervisor by an employee, as well as the power exercised in an academic or evaluative role, make voluntary consent suspect. Even when both parties initially have consented, the development of a sexual relationship renders both parties and the College vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between them. In their relationships with students and staff members, faculty and supervisors are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias.

Sexual relationships that involve a faculty member who exercises active and immediate authority over a student, as in the case of a faculty member and a student currently studying with the faculty member and/or an advisor and advisee relationship, are prohibited whether or not the relationships are consensual. The same is true of a supervisor/employee relationship. A supervisor and faculty member must remove him/herself from positions of active and immediate authority over the employee or student before a sexual relationship begins. The College has the right to take disciplinary action, up to and including dismissal, against a faculty member or supervisor for participation in a relationship which involves such a conflict.

In the case of a sexual relationship in which the parties believe that the restrictions of the preceding paragraph do not apply, it is the obligation of the supervisor or faculty member, because of his/her position of authority, to take all necessary steps to remove herself/himself from professional or institutional actions, such as providing recommendations or participating in the awarding of departmental prizes, performance reviews or promotions, which affect the student and/or employee. Before a sexual relationship develops, effective steps must be taken to ensure unbiased evaluation and supervision of the student or employee. Failure to do so may result in disciplinary action, the level of which will depend on the severity of the potential or actual conflict. These requirements also apply to past sexual relationships. Faculty members, students, supervisors and staff members are encouraged to seek assistance and guidance from the Dean of Faculty, Dean of Students or Director of Human Resources to ensure compliance with this Policy.

Because consenting relationships may in time lead to liability for the College and the individual faculty member or supervisor, based on claims of harassment, the College will not approve such relationships. It should not be assumed that because a per-

son in authority at the College has knowledge of the relationship that the College has condoned the relationship.

Disciplinary action for a consenting relationship, if taken, will be conducted in accordance with the procedures and standards specified in this policy. Additionally, as stated in the policy, intentionally false charges are grounds for discipline and may constitute just cause for dismissal.

*Glossary:* In addition to “sexual harassment” which has already been defined, there are other terms such as “concern” and “charge,” that are used in a somewhat technical way throughout this document and are defined below:

*A concern* is a question or problem involving alleged sexual harassment or similar conduct that an individual wants to discuss without (yet) having made the decision to pursue the matter further. The reason for distinguishing between concerns and complaints is that members of the College community should be able to get advice about behavior that may constitute sexual harassment even if they are not certain that it violates this policy, or that they want to take action. Peer Counselors are prepared to discuss concerns related to sexual harassment.

*A charge* is an assertion that a named individual has violated this policy. A charge may be lodged by filing a complaint with one of the Designated College Officials, using informal or formal resolution procedures.

*A complainant* is an individual making a charge; the complainant must consent to being identified to the person being charged if necessary to investigate and resolve the complaint.

*A respondent* is the individual(s) against whom a charge has been made.

*Informal resolution of a concern or a charge* means an outcome achieved by advising, mediation, or other informal processes, rather than through the College’s formal resolution procedure.

*Formal resolution of a charge* means an outcome achieved by the Hearing Committee and designated college officials, all of whom have received training for handling charges of sexual harassment.

**Designated College Officials:**

**Student Contact:**

Dean of Students  
 Scott Hall  
 x72821/18241

**Faculty Contact**

Dean of Faculty  
 Fletcher 208  
 x18217

**Staff Contact**

Director of Human Resources  
 McConnell 312  
 x18254

*Peer counselors* are the two volunteers available to each constituent group (staff, faculty, and students; one of each gender) to serve as advisors in first discussing what has occurred and to make initiating or responding to a charge of harassment as non-threatening as possible. Peer Counselors are not required to report information from their discussions with *peers*. Their role is to provide assistance to *peers* who have a valid complaint should they wish to pursue a concern of sexual harassment with one of the Designated College Officials. Peer Counselors are prepared to discuss concerns involving alleged sexual harassment.

*The Hearing Panel* will consist of eighteen people who have received training for handling charges of sexual harassment: at least one female and one male representative from each group, all appointed by the President, in consultation with the Faculty Executive Committee, in the following manner:

**Faculty:** 1 - from the Judicial Council  
 5 - from the faculty at large

**Staff:** 1 - Pitzer representative to the Staff Grievance Committee  
 5 - from the staff at large

**Students:** 1 - from the Judicial Council  
 5 - from the student body

(Chair to be designated by the President)

*Hearing Committee:* The Chair of the Hearing Panel will select five individuals, who to the extent possible are acceptable both to the complainant and to the respondent, to serve as a Hearing Committee for each individual case. The Chair will ensure that each committee consists of at least two females and two males. The five-member Hearing Committee will be composed as follows:

Conflict	Committee Composition
Faculty – Faculty	3 Faculty 1 Staff 1 Student
Staff – Staff	3 Staff 1 Faculty 1 Student
Student-Student ( <i>See the Code of Student Conduct</i> )	
Faculty – Staff	2 Faculty 2 Staff 1 Student
Faculty – Student	2 Faculty 2 Student 1 Staff
Staff – Student	2 Staff 2 Student 1 Faculty

**II. Procedures for Dealing with Sexual Harassment:**

*Procedures:* Anyone may seek advice, information, or counseling on matters related to alleged harassment without having to lodge a complaint. Persons who believe they are being harassed, or are uncertain as to whether what they are experiencing is harassment, are encouraged to talk with one of the constituent group’s peer counselors. At least two peer counselors (one of each gender) will be available to each constituent group (staff, faculty, and students) to serve as advisors in first discussing what has occurred and to make initiat-

ing or responding to a charge of harassment as non-threatening as possible. However, faculty members or supervisors who acquire knowledge of an alleged sexual harassment incident involving a student are obligated to report the incident to one of the Designated College Officials. Supervisors who become aware of a staff member being harassed are also obligated to report. The names of the six or more peer counselors and hearing panel members will be published and distributed every year.

The person seeking information and advice will be counseled on the options for action available under this policy. Information disclosed through this peer advising process will be held in confidence, unless the initiating individual agrees that additional people must be informed in order to facilitate a solution. However, once an individual has been named to a Designated College Official as an alleged harasser, the College will take investigative and/or remedial action in response to information provided to peer counselors.

An initial course of action for any faculty, staff, or student who believes that s/he is being sexually harassed, is for that person to tell or otherwise inform the alleged harasser that the conduct is unwanted, unwelcome, and must stop. However, in some circumstances this course of action may not be feasible or may be unsuccessful. The College provides both informal and formal complaint resolution procedures. The complainant may choose either procedure for a resolution. (*Note: Student-Student cases will be handled according to The Code of Student Conduct.*)

In addition, the resolution process may be commenced by the Designated College Official any time the College becomes aware of conduct which may be considered a violation of this policy.

Upon receipt of a complaint alleging sexual harassment prohibited by this policy, or at the time that the Designated College Official initiates the resolution process, the Designated College Official may make a

determination whether interim action, pending the conclusion of the investigation, is required. Such action may include temporary transfer or reassignment to separate the individual accused of sexual harassment from the complaining individual, paid leave of absence, or other non-punitive measures that, in the discretion of the Designated College Official, are necessary or appropriate for the completion of the investigation and resolution process.

*Confidentiality:* The College will endeavor to maintain the confidentiality of any information provided to the College regarding alleged sexual harassment. However, in some instances, information must be disclosed in order to conduct a thorough and fair investigation. Accordingly, the College cannot guarantee that information provided to it regarding alleged harassment will be kept confidential if that information must be disclosed in furtherance of an investigation. Any individual who participates in an investigation of alleged sexual harassment pursuant to this policy, including any individual complaining of sexual harassment, accused of sexual harassment or witness to the alleged sexual harassment, is expected to maintain the confidentiality of all discussions regarding the alleged harassment and regarding any investigation or corrective action taken by the College.

*Informal Resolution:* This informal procedure is intended to resolve an actual or perceived instance of sexual harassment short of a formal hearing. If the complaint is not resolved informally, either the complainant or the designated college official will initiate a formal resolution process. The aim of an informal resolution is to ensure that the alleged offending behavior ceases and that the matter be promptly resolved. The charge is resolved when the complainant, the respondent, and the designated college official are in agreement as to a satisfactory conclusion. The informal resolution process will not normally take more than four weeks.

Examples of informal procedures to resolve a charge of sexual harassment may include but are not limited to:

- (a) a meeting between the Designated College Official and the alleged harasser;
- (b) a meeting with the Designated College Official, the complainant and/or an informal advocate (such as a friend or colleague but not an attorney), and the alleged harasser and/or an informal advocate (such as a friend or colleague but not an attorney);
- (c) a short series of such meetings;
- (d) the use of a mediator if the complainant and the alleged harasser agree. The mediator should be a person with both legal and personnel or academic relations experience who is acceptable to both parties. He/she would discuss the issues with both principals and seek appropriate actions by one or both parties to reach an acceptable resolution.

Satisfactory resolutions may include but not be limited to the following outcomes, not all of which are mutually exclusive:

- (a) The respondent agrees to cease the offending behavior immediately.
- (b) The respondent apologizes to the complainant.
- (c) The respondent agrees to become more educated about sexual harassment (e.g., by reading or attending a relevant workshop) or to seek counseling.
- (d) The complainant agrees that the offending behavior was not intended to be offensive and the respondent agrees to be more conscious of possibly offensive behavior.
- (e) The complainant agrees to withdraw his/her allegation of sexual harassment.

- (f) The complainant or the respondent agrees to change his/her workplace assignment or educational environment.

*Formal Resolution:* To initiate the formal resolution process, the complainant should promptly inform one of the Designated College Officials that s/he believes that s/he has been the victim of sexual harassment and wants to file a charge. A formal resolution process, including immediate investigation and appropriate corrective action may also be initiated by the Designated College Official, even in the absence of a formal complaint. In either case, the Designated College Official will submit a written summary of the alleged incident to the Chair of the Hearing Panel who will select a Hearing Committee which will begin a formal investigation and determine whether a violation of the College's policy prohibiting harassment has occurred.

The Hearing Committee should complete its work within sixty days of receipt of the complainant's charge by the College. This time frame may be extended due to complexity of the issues or with the consent of both parties.

The Hearing Committee will conduct a full, impartial, and timely investigation, and will provide the respondent with a written statement of the allegations, to which that individual will be required to respond in a timely manner. During the course of the investigation the Hearing Committee will hear the complainant, the respondent, and relevant witnesses. To the extent possible, charges will be handled confidentially, with the facts made available only to those who have a need to know for purposes of investigation or resolution.

At the conclusion of its investigation, the Hearing Committee will prepare a written report which will detail the allegations, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses, then determine whether there has been a violation of the College's policy prohibiting

sexual harassment. On the basis of that determination the Committee will recommend corrective actions or recommend that no further action be taken.

A copy of the Hearing Committee’s report with its determination and recommendation will be given to one of the following \*vice presidents who will review this information. The vice president shall review the determination and recommendation of the Hearing Committee and shall on that basis make a final determination, with a written explanation, regarding resolution of the complaint. Where appropriate, the vice president may request that the Hearing Committee conduct further investigation if necessary to reach a final determination. The vice president shall provide a copy of that determination to the respondent, the complainant, the Hearing Committee and the President. The vice president shall not implement a corrective action for a period of at least two weeks from the date that these notices are issued in order to allow for the possibility of an appeal to the President.

<i>If the Respondent is:</i>	<i>Vice President Will Be:</i>
A Faculty member	V.P./Dean of Faculty
A Staff member	V.P. from the Respondent’s Department
A Student	V.P./Dean of Students

\*In the event that a vice president is a respondent or complainant in a charge of sexual harassment, the Hearing Committee will present its report of determination and recommendations to the President. The Executive Committee of the Board will hear appeals. If the President is the respondent or complainant in a charge of sexual harassment, FEC will appoint a Hearing Committee. The Hearing Committee’s report will be directed to the Executive Committee of the Board, without the Chairperson of the Board being present. Appeals will be heard by the Chairperson of the Board.

*Appeal Process:* An appeal of the final determination may be submitted in writing by either party directly to the President, but must be filed within two weeks of the date that notice of the determination was issued to the respondent and to the complainant. (This requirement may be extended for good cause). An appeal must be based on the following: significant new evidence; procedural error, including the misapplication of policy or legal standards; bias of decision maker; or the harshness of the recommended sanction. The President will provide written notice of the appeal decision to the respondent, the complainant and the vice president within one week of the date upon which the President received an appeal.

Corrective Actions may include but not be limited to the following, not all of which are mutually exclusive:

- (a) A letter from the offender acknowledging the offense and apologizing to the complainant;
- (b) A letter of reprimand to the offender;
- (c) Mandated education regarding sexual harassment;
- (d) A notice of the offense prepared and placed in the personnel file or the student file of the offender;
- (e) Suspension of the contract of employment or, in the case of a student, the enrollment and/or residence of the offender;
- (f) Freezing of salary;
- (g) Reallocation of responsibilities;
- (h) Termination of employment or dismissal from the College.

*False Accusations:* Intentionally false charges are grounds for discipline and may constitute just cause for dismissal.

*Intercollegiate Offense:* Contact your Designated College Official first. Ordinarily, the resolution of an intercampus charge of sexual harassment by a faculty, staff, or student member of one college or Central

Programs and Services (CP&S) against a member of another college or CP&S will be made using the established sexual harassment policy and procedures of the respondent's college or CP&S. However, where appropriate or necessary, the College will take further investigative or corrective action to ensure a work or academic environment free of unlawful harassment for all members of the Pitzer College community. A designated individual at the complainant's college or CP&S will assist the complainant in pursuing the charge through the respondent's college. At the complainant's request, a designated individual at the complainant's college may accompany the complainant to the hearing at the alleged respondent's college. The respondent may have equal representation. Each college and CP&S will publish its procedures regarding sexual harassment, and make copies available in the offices of the academic deans, the student deans, the human resource officers and the presidents.

## Appendix

### What to Do About Sexual Harassment:

If you feel you have been sexually harassed, do not remain silent. Ignoring sexual harassment does not make it go away. Indeed, it may make it worse as the alleged harasser may misinterpret a lack of response as approval of the behavior. There are several things that can be done to stop sexual harassment:

- *Know your rights.* Sexual harassment is illegal. Pitzer College has a specific policy prohibiting sexual harassment. Familiarize yourself with this policy.
- *Speak up.* If you can, tell the person to stop. State clearly and firmly that you want a particular behavior to cease. This is not a time to be polite or vague. There is a chance that the alleged harasser does not realize that a particular behavior is offensive. If you feel you cannot speak up, talk with one of the resource persons listed in this brochure for further help and guidance.
- *Get information and support.* Designated college officials and peer counselors can provide support and advice about Pitzer's policy and procedures. They can help you understand your options and explore ways of resolving your particular situation. They will review with you the informal and formal procedures available for dealing with issues of sexual harassment. If you choose to file a charge, it will be investigated by the appropriate designated college official. Sexual harassment peer counselors can assist in informal resolutions which might include any of the following:
- *Write a letter.* Many people have successfully stopped sexual harassment by writing a letter to the alleged harasser. The letter includes a factual account of the offending behavior, a description of how the behavior was experienced by the writer, and a simple statement that the writer wants that particular behavior to stop. The letter should be polite, low-key and factual. A copy should be kept by the writer. In the unlikely event that the letter fails to achieve its purpose, it could be used as evidence in support of a charge or lawsuit. Copies should be sent to no one else. If the letter is to work, it must be a private communication between the persons involved. The recipient of the letter rarely writes back and usually the sexual harassment stops immediately.
- *Participate in a moderated discussion.* If you request this (and the other party agrees) a moderated discussion can be set up to assist in resolving the situation. A more structured mediation is also possible, if both parties agree.
- *Initiate Informal and/or Formal Resolution.* Use these procedures as described in the College's Sexual Harassment Policy.

- *Keep records or a journal.* Save any letters, e-mail, or notes received as they can be helpful if the harassment persists. Record dates, places, times, witnesses and the nature of the harassment—what was said and/or done, when, and how you responded.

### What Not to Do

- *Do not blame yourself.* Sexual harassment is not something one brings on oneself.
- *Do not delay.* Delay in action in cases of sexual harassment only increases the probability that the harassing behavior will continue.
- *Do not hesitate to seek help.* Being quiet about sexual harassment enables it to continue. Chances are very good that you are not the only one who has been harassed. Speaking up may prevent others from being harmed.

*Sexual Harassment, Academic Freedom, and Free Speech:* Pitzer College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College, and this policy is not intended to stifle freedom of expression nor will it be permitted to do so. The College’s statement on academic freedom can be found in the [Faculty Handbook](#) at the end of the section on By-laws and Student Governance.

*Legal Authority:* The College has the legal authority to maintain reasonable standards of conduct for members of the college community to promote the goals of the College, which include the maintenance of a working and learning environment free of harassment. In addition, sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the California Fair Employment and Housing Act, specifically Government Code Sections 12940 (a), (h), and (i). Pitzer College’s Equal Opportunity/Affirmative Action Policy also prohibits sex discrimination.

*Retaliation:* Retaliation against persons for opposing practices prohibited by the Fair Employment and Housing Act and Title IX, or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by, the Department of Fair Employment and Housing, the Fair Employment and Housing Commission, the U.S. Equal Employment Opportunity Commission, or the Office of Civil Rights, is prohibited by law.

*Additional Legal Remedies:* In addition to the internal remedies described above, remedies external to the institution are available through the California Department of Fair Employment and Housing, the United States Equal Employment Opportunity Commission, or the Office of Civil Rights, United States Department of Education. For more information, you may contact any of these offices. The addresses and telephone numbers of the offices in closest proximity to Claremont are:

*California Department of Fair Employment and Housing*

*Los Angeles Office*  
611 West Street, Suite 1500  
Los Angeles, CA 90017  
(213) 439-6799

*San Bernardino Office*  
1845 S. Business Center Drive, Suite 127  
San Bernardino, CA 92408-3426  
(909) 383-4373

*United States Equal Employment Opportunity Commission*  
255 East Temple, 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
(213) 894-1000

*Office of Civil Rights, Department of Education*  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102  
(415) 556-7000

**Smoking:** Pitzer has adopted a smoke-free policy which includes all workplaces (including open and closed offices, classrooms and Sanborn and Holden residence halls); and all enclosed public areas (including the public areas of all the residence halls).

**Soliciting:** The College does not allow soliciting, promoting, or selling any product or service by anyone from outside the College unless they have written permission from the Office of Student Affairs.

**Student Records, FERPA:** The Family Education Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment) establishes guidelines to protect the privacy of student records and to provide for student access to records.

FERPA places clear limits on the release of information from student records: except as provided for in the law, material may be released only at the student's specific written request. Such an exception is directory information, which may be released at any time unless a student has requested that it be withheld. Such directory information includes name, campus address, telephone number, concentration, participation in officially recognized activities and sports, dates of attendance, degree and awards received, and most recent previous educational institution or agency attended.

The act also provides academic student rights to inspect their official records. Requests to examine records should be addressed to the Registrar. For details of the law and an outline of policies regarding records, see the Office of Student Affairs.

### **Student Records, Rights of Students**

*Right to Inspect:* Students have the right to review and inspect all of the education records maintained by Pitzer College.

*Right to Prevent Disclosures:* Students have the right to prevent disclosure of personally identifiable information contained in their education records to third parties and with certain exceptions allowed by law.

*Right to Request Amendment:* Students have the right to seek to have corrected any parts of an education record which they believe to be inaccurate, misleading or otherwise in violation of their rights.

### **Student Records, Students With Disabilities**

It is the policy of Pitzer College, pursuant to Section 504 of the Rehabilitation Act of 1973, not to exclude any qualified disabled person, solely by reason of such person's disability, from participation in or the benefits of our programs and activities, or otherwise to discriminate against such persons under any of our programs or activities.

Any admitted student, seeking adjustments to his/her residential and/or academic environment or program based on a physical or learning disability, should make arrangements to speak with the Dean of Students or his/her designee by the third week of each semester. The student should submit to the Dean of Students recent (within three years) medical testing, which documents the disability, as well as specific recommendations regarding accommodation from appropriate medical and/or therapeutic personnel. (While referrals are available there is no learning disability testing service at The Claremont Colleges.)

Also of interest to the Dean of Students would be information regarding the manner in which the disability was accommodated at the student's previous academic institutions.

Based on the information provided, the Dean of Students will utilize the resources available at The Claremont Colleges (the Faculty, Student Health Services, Student Counseling Center, and the Pitzer Office of Academic Support) to determine the accommodations for each individual.

Since each request is handled on a case-by-case basis, there is no "typical" response. However, if appropriate, Pitzer College is prepared to modify dormitory rooms, provide technological assistance, and ask faculty to adjust assignment/examination specifications to meet the needs of disabled students. However, the College is not prepared to modify academic requirements, which are essential components of a Pitzer degree.



# Event Resources at Pitzer College

**Room Reservations:** Room reservations can be made on-line through the Pitzer website (except those areas listed below). Within the student link under *Hub*, click *Room Reservations*. Here you will find a room reservation form, as well as a link to *Room Availability* (a calendar indicating the date, time and location of all current room reservations) and *Pitzer Spaces Room Information* (a list describing all spaces on the Pitzer campus that can be reserved on-line). Fill out the form completely and click submit. After the request has been entered into the system, you will receive a confirmation e-mail. **Requests should be made at least one week in advance.**

Anthropology Lab

Not available for scheduling

Arboretum

Scheduled by Arboretum Manager

Grove House

Scheduled by the Grove House Committee

Residence Halls

Scheduled by respective Hall Directors

Film/Video Labs

Scheduled by the Director of Media Studies

Psychology Labs

Scheduled by the Psychology Field Group

Computer Labs

Scheduled by the Lab Manager

**Registering Your Event:** Any event with 35 or more people and all events at which alcohol is present, must be registered with the Office of Student Affairs. The registration form is available from the Gold Student Center or any Hall Director. Events in residence halls of 35 people or less must be registered at least seven (7) days prior to the event, in order to allow for effective planning. If your event is in a residence hall, register it with the Hall Director. If your event is elsewhere, register it with

any Dean in the Office of Student Affairs. Registration of your event is an important requirement, so that the best arrangements and relevant notifications can be made. For guidelines of events with alcohol, please refer to the alcohol and drug policy.

**Publicity:** There are many ways to publicize your event besides the usual flyer. You can use word-of-mouth, banners, *Pitzer Press* and other media, table tents, message board, etc. Be creative, but please observe the posting guidelines at Pitzer and the other colleges, which were developed to provide effective publicity, while using a minimum of natural resources. When creating your publicity, keep in mind the diversity of people, cultures, and beliefs at Pitzer College. If you have any questions, feel free to contact any member of the Student Affairs staff for assistance.

## Posting Publicity Guidelines

- Posters and flyers are to be approved by the Director of the Gold Student Center or her/his designee, for posting in advance of the event.
- The original flyers must be dropped off at the Gold Student Center Service Desk for review and stamping. This process may take up to three days.
- The name and phone number of the person leaving the flyer must be on the back of the original flyer.
- Recommended number for the campus is 25 flyers for events and meetings open to Pitzer staff and students. Drop them off at the Gold Center Service Desk at least a week before your function, for posting.
- The Pitzer Mail Room, as a matter of policy, will NOT stuff all student boxes without prior approval by the appropriate office of any senior staff member.

- Gold Student Center staff will post and later remove your flyer. Please refrain from posting flyers without prior approval. Flyers will be placed where appropriate, with a maximum of one per bulletin board. (In any case, do not post flyers over others and post only on open, non-designated/labeled bulletin boards. If this guideline is not observed, staff members have been instructed to REMOVE ALL of that flyer from the Pitzer campus.)
- Flyers must state the name(s) of the sponsoring organizations/people, and be dated (either with the event date, or the date the flyer was created). The Pitzer Dean of Students reserves the right to limit or stop distribution of publicity deemed offensive.
- Flyers for reasons other than event or meeting publicity (e.g. housing available, services or goods available from Claremont Colleges' people, etc.) are subject to the above; recommended number of flyers is five (5).
- Commercial offers and other solicitation from non-Claremont Colleges' sources are explicitly prohibited unless approved by the Office of Student Affairs.
- Post only on bulletin boards. Do not post on glass or painted surfaces; the glass at Pitzer has a film covering to prevent shattering during earthquakes, which is damaged when tape is applied.
- Staples, thumb tacks, or masking tape are recommended: **do not use duct tape or scotch tape.**
- Banners or other kinds of advertising must be cleared for placement and can be produced through arrangements at the Gold Center Service Desk.
- Remove your printed publicity immediately after your event, and recycle!
- Any people or group consistently abusing these policies and procedures will no longer be permitted to advertise at Pitzer College.

- Chalking of campus walkways, etc. is not permitted. Exceptions may be arranged with the Dean of Students.

### Funding

You have a variety of funding sources available for your event, all of which have their particular processes, deadlines, and requirements. Use the generic budget sheet available from PAct Programming Board to organize and detail your needs, then be sure you submit your request well before your event; you may be asked to return with more information. Be aware that NO:

- Funding sources grant money after an event;
- College moneys may be used to purchase alcohol or other drugs;
- Personal expenses, exclusive events, and for-personal-profit ventures will be funded.

Most funding is processed as a reimbursement to you, so **KEEP YOUR ORIGINAL RECEIPTS**. Performances (musicians, poets, etc.) **MUST** be paid with a contract, which is available from the Service Desk at The Gold Student Center; do not pay them out of your pocket, or you will be paying the taxes, etc. The Student Senate does not fund one-time events, but they will hear requests for operating funds for student organizations. Contact the Senate Treasurer for further information.

### Possible Funding Sources and Example Event:

Activities Board  
Social, cultural, one-time open events

Residence Hall Council  
Events in/for residence halls

Pitzer Outdoor Adventures  
Camping, outdoor trips

Women's Center  
Gender issues events

Grove House Committee  
Grove House events

Research and Awards Committee  
Academic project equipment, expenses

Without A Box

Student performing and creative arts

5-College Organizations

Various special interest events – contact the ASPC Office at the Smith Campus Center, x72268

Campus Life Committee

Programs promoting co-curricular education

**Staffing:** The Pitzer Student Event Staff will help at student events, with such tasks as monitoring, set-up and clean-up, beverage/refreshment serving, door operations, etc. Their services are free if no admission is charged, or they are available at nominal charge for events where admission is charged. Contact the GSC Service Desk, x73900. PAct staff and RA's are other possible sources of help at your event.

Campus Safety is normally required for all events at which alcohol is present, and at any event with more than 100 in attendance. Contact Chris Freeberg, x18376, well in advance (2 weeks) of your event to reserve Campus Safety.

**Transportation:** The Pitzer vans are available for authorized groups and activities. You can reserve a van by e-mailing your request to: [vans@Pitzer.edu](mailto:vans@Pitzer.edu). You will need to provide an account number or deposit at the time of your request.

**Equipment:**

- A small PA/sound system and portable lighting system is available for events. Contact Gold Student Center, x73900.
- Audio/Visual – slide projectors, VCR/TV, movie projectors – Victor Milhon-Martin, x72638.
- Tables, chairs – Campus Facilities/Maintenance Office, x72226.

- Cleaning supplies – Residence Hall Service Desks, Event Staff, Campus Facilities/Maintenance, x72226.
- Special electric/other needs – Contact Chris Freeberg, x18376, well in advance.

**Catering/Food:**

- Contact McConnell – Dining Director, x72788.
- Grove House – Rachel Vandervorst and the Grove House staff can prepare delicious food for your event, x73654.



HOMEROMING



Are you ready  
for more?

# Appendix

## **State and Local Alcohol Laws:**

Each member of the Pitzer community is individually and personally responsible for compliance with the applicable provisions of the law of the State of California. The following codes are provided for your information:

### *Possession by a Person(s) Under 21 Years of Age*

Any person under the age of 21 years who has any alcoholic beverage in his/her possession on any street or highway or in any public place open to the public is guilty of a misdemeanor (PC.25662).

In 1988 California amended Bus. & Prof. Code 25662. The amendment states that peace officers who lawfully enter premises may confiscate alcoholic beverages which are in plain view and possessed by or provided to underage persons at social gatherings. The gatherings must be open to the public, have 10 or more underage persons in attendance, with those under 21 consuming alcoholic beverages and no supervision by the parent or guardian of one or more of the participants. Alcoholic beverages in open containers that are confiscated may be destroyed while those in unopened containers shall be impounded for no more than seven working days after which they too may be destroyed. Unopened containers may be released within the seven days to the owner or resident of the property provided they are 21 years of age. (Bus. & Prof. Code 25662(b))

### *Sales, Furnishing Alcohol to a Minor*

Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor (B & PC. 25658).

Any person under the age of 21 years who purchases any alcoholic beverage, or any person under the age of 21 years who consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100), no part of which shall be suspended. The penalty is more severe under the Penal Code Section 272, which states if any person provides an alcoholic beverage to a minor person under 18 he/she will be contributing to the delinquency of a minor, which is also a misdemeanor. The maximum penalty for the violation of this code section is one year in the County Jail for each count and/or \$1,000 fine for each count. It should be pointed out that each minor so provided with an alcoholic beverage is a separate count and may be charged by the District Attorney (PC. 272)

### *Sales to an Intoxicated Person*

Every person who sells, furnishes, or gives alcohol to any habitual or common drunkard or to any obviously intoxicated person is guilty of a misdemeanor (25602).

### *False Evidence of Age and Identity*

Any person under the age of 21 years who presents or offers to any licensee, his/her agent or employees, any written, printed, or photo static evidence of age which is false ... for the purpose of purchasing, attempting to purchase, or otherwise procuring or attempting to procure the serving of any alcoholic beverage, or who has in his possession any false or fraudulent written, printed, or photo static evidence of age and identity, is guilty of a misdemeanor and shall be punished by a fine of at least two hundred dollars, no part of which shall be suspended.

*Possession in Motor Vehicle by Minor*

No person under the age of 21 years shall knowingly possess, transport, or have under his/her control in any motor vehicle any alcoholic beverage, unless such person is accompanied by a parent or legal guardian or is employed by a license under the Alcoholic Beverage Control Act (Division 9, commencing with Section 23000, of the Business and Professions Code), and is possessing, transporting or has such alcoholic beverage in a motor vehicle under his/her control during regular hours and in the course of his/her employment.

If the vehicle used in any violation, as mentioned in the previous paragraph, is registered to such person under the age of 21 years, the vehicle may be impounded at the owner's expense for not less than one day nor more than 30 days for each violation (VC 23123.5).

**State and Local Drug Laws:**

Each member of the Pitzer community is individually and personally responsible for compliance with the applicable provisions of the laws of the state of California. The following codes are provided for your information.

*Marijuana Possession*

Every person who possesses marijuana, except as otherwise provided by law, shall be punished by imprisonment in the county jail for a period of not more than one year or the state prison for a period of between one and ten years (Sec. 11357).

*Marijuana Cultivation*

Every person who plants, cultivates, harvests, dries or processes any marijuana or any part thereof, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of between one and ten years and shall not be eligible for release upon completion of sentence, on parole or on any other basis, until he has been imprisoned for a period of not less than one year in the state prison (Sec. 11358).

*Possession for Sale of Marijuana*

Every person who possesses for sale any marijuana, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of between two and ten years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he/she has been imprisoned for a period of not less than two years in the state prison (Sec. 11359).

*Transportation of Marijuana*

Every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport any marijuana shall be punished by imprisonment in the state prison for a period of five years of life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he/she has been imprisoned for a period of not less than three years in the state prison (Sec. 11360).

*Possession of Drug Paraphernalia*

It is unlawful to possess an opium pipe or any device, contrivance, instrument or paraphernalia used for unlawfully injecting or smoking a controlled substance or a controlled substance, which is classified as a narcotic drug (Sec. 11364).

*Unauthorized Possession of Controlled Substances*

Except as otherwise provided... every person who possesses (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in state prison for a period of not less than two years or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned for a period of not less than two years in the state prison (Sec. 11350).

*Possession for Sale of Controlled Substances*

Except at otherwise provided ... every person who possesses for sale (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, shall be punished by imprisonment in the state prison for a period of not less than five years or more than 15 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned for a period of not less than 2 ½ years in the state prison (Sec. 11351).

*Transportation of Controlled Substances*

Except as otherwise provided, every person who transports, imports into this state, sells, furnishes, administers or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence, or parole or any other basis until she/he has been imprisoned for a period of not less than three years in the state prison (Sec. 11352).

*Possession with Intention to Manufacture Methamphetamine (PCP)*

Any person who possesses both methylamimine and phenyl-2propanone (phenylacetone) at the same time with the intent to manufacture methamphetamine is guilty of a felony and shall be punished by imprisonment in the state prison for between one and five years (Sec. 11383).

“Federal law prohibits the possession and distribution of controlled substances, including marijuana, cocaine and heroin. Persons found guilty of possession of controlled substances face a federal civil penalty of \$10,000 and a criminal sanction of \$5,000 and not more than one year in jail. Federal criminal penalties for possession of controlled substances increase according to the amount possessed.”



# 2003-04 Academic Calendar

## Fall 2003

### AUGUST

28	Thurs	Welcome Week begins for new students
31	Sun	<i>Residence halls open for returning students at 10 a.m.</i>
31	Sun	<b>Registration for new transfer and New Resources students</b>

### SEPTEMBER

1	Mon	<b>Registration for new first-year students</b>
2	Tues	Fall semester classes begin
2	Tues	<b>Registration for returning students (not pre-registered)</b>
9	Tues	<b>Directed Independent Study Forms due</b>
12	Fri	Degree Verification Forms due for September graduates (from Advisors)
15	Mon	<b>Last day to add classes</b>
15	Mon	<b>Last day to drop courses for a tuition refund</b>
15	Mon	Last day to drop courses without being charged course fees
16	Tues	Signatures are required to drop courses

### OCTOBER

8	Wed	Low Grade Reports due
16	Thurs	<b>Half-course Directed Independent Study Forms due</b>
20 & 21	Mon—Tues	<i>Fall break</i>
23	Thurs	<b>Final day to drop courses (no recorded grade)</b>
23	Thurs	<b>Final day to drop courses without being charged semester overload fee</b>
23	Thurs	<b>Final day to add half-courses for second half of semester</b>
23	Thurs	<b>Pass/No Credit forms due</b>
23	Thurs	Degree Verification Forms are due for February graduates (from Advisors)
23	Thurs	Major Declaration Forms due for 1 <sup>st</sup> semester Juniors

### NOVEMBER

27 & 28	Thurs—Fri	<i>Thanksgiving break</i>
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### DECEMBER

1-5	Mon—Fri	<b>Pre-registration for Spring 2004 (subject to change)</b>
12	Fri	<b>Final day to withdraw from classes (grade recorded as “W”)</b>
12	Fri	Final day of classes for first semester
15-19	Mon-Fri	Final Examinations
20	Sat	<i>Residence halls close at 6:00 p.m.</i>
23	Tues	<i>All grades are due in the Registrar’s Office by noon</i>

# 2003-04 Academic Calendar

## Spring 2004

### JANUARY

17	Sat	<i>Residence halls open at 10:00 a.m.</i>
18	Sun	Orientation begins for new students
19	Mon	<b>Martin Luther King, Jr. Day – <u>No classes</u></b>
20	Tues	Spring semester classes begin
20	Tues	<b>Registration for all students (not pre-registered)</b>
27	Tues	<b>Directed Independent Study Forms due</b>

### FEBRUARY

2	Mon	<b>Last day to add courses</b>
2	Mon	<b>Last day to drop courses for tuition refund</b>
2	Mon	<b>Last day to drop courses without being charged course fees</b>
3	Tues	<b>Signatures are required to drop courses</b>
20	Fri	Degree Verification Forms due for May graduates (from Advisors)

### MARCH

3	Wed	Low Grade Reports are due to the Registrar
5	Fri	Half-course Directed Independent Study Forms due
11	Thurs	<b>Final day to drop courses (no recorded grade)</b>
11	Thurs	<b>Final day to drop courses without being charged semester overload fee</b>
11	Thurs	<b>Pass/No Credit forms due</b>
11	Thurs	<b>Final day to add half-courses for second half of semester</b>
11	Thurs	Major Declaration Forms due for 1 <sup>st</sup> semester Juniors
15-19	Mon—Fri	<i>Spring Break</i>
26	Fri	<b>César Chavez Day – <u>No Classes</u></b>

### APRIL

26-30	Mon—Fri	<b>Pre-Registration for Fall 2004 (subject to change)</b>
30	Fri	<b>Final day for graduating seniors to withdraw from courses (grade recorded as “W”)</b>

### MAY

7	Fri	<b>Final day for non-seniors to withdraw from courses (grade recorded as “W”)</b>
7	Fri	<i>Senior grades are due to the Registrar</i>
7	Fri	Final day of classes for spring semester
10-14	Mon—Fri	Final Examinations
16	Sun	Commencement
16	Sun	<i>Residence halls close at 6:00 p.m.</i>
18	Tues	<i>All grades are due to the Registrar by noon</i>
24	Mon	Summer

# Fall Final Examination Schedule

## FALL 2003-2004

*Final examinations will be in the same rooms assigned for regular class work unless other arrangements are made. In the event that another room is used, the instructor will announce the change.*

FALL SEMESTER 2003	9:00AM	2:00PM	7:00PM
Monday, December 15	MWF 8	TTH 8:10 & Common Finals	MW 4:15 & Monday Evening Classes
Tuesday, December 16	MWF 9	MW 1:15	TTH 12 & Tuesday Evening Classes
Wednesday, December 17	MWF 10	TTH 1:15	MW 12 & Wednesday Evening Classes & PO Common Language Finals
Thursday, December 18	MWF 11	MW 2:45	TTH 4:15 & Thursday Evening Classes
Friday, December 19	TTH 9:45	TTH 2:45	Any class with conflicts using the regular final exam schedule

*\*All Pomona lower division language courses numbered 1-51, which have multiple sections, will have a common final examination at this time.*

# Spring Final Examination Schedule

## SPRING 2003-2004

*Final examinations will be in the same rooms assigned for regular class work unless other arrangements are made. In the event that another room is used, the instructor will announce the change.*

<b>SPRING SEMESTER 2004</b>	<b>9:00AM</b>	<b>2:00PM</b>	<b>7:00PM</b>
Monday, May 10	TTH 9:35	TTH 2:45	TTH 4:15 & Monday Evening Classes
Tuesday, May 11	MWF 8	TTH 8:10 & Common Finals	MW 4:15 & Tuesday Evening Classes
Wednesday, May 12	MWF 9	MW 1:15	TTH 12 & Wednesday Evening Classes & PO Common Language Finals
Thursday, May 13	MWF 10	TTH 1:15	MW 12 & Thursday Evening Classes
Friday, May 14	MWF 11	MW 2:45	Any class with conflicts using the regular final exam schedule

*\*All Pomona lower division language courses numbered 1-51, which have multiple sections, will have a common final examination at this time.*





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# THE CLAREMONT COLLEGES

## Claremont, California

### CLAREMONT UNIVERSITY CONSORITUM, CENTRAL FACILITIES

- O Baxter Medical Building
- A Robert J. Bernard Biological Field Station
- Q Bridges Auditorium (Pomona College Campus)
- D Campus Safety (Baxter Hall, Scripps College)
- M Chicano / Latino Student Affairs Center
- J CUC Facilities, Grounds, and Custodial Offices
- K Chief Executive Offices
- G Disability Administration
- K Financial Services
- G Health Education Outreach
- B Honnold / Mudd Library
- H Human Resources
- E Earl W. Huntley Bookstore
- K Information Services
- I International Place (Claremont McKenna Campus)
- G McAlister Religious Center
- L Monsour Counseling Center
- F Mudd Quadrangle
- C Office of Black Student Affairs
- R Pendleton Business Building
- K Physical Plant Department
- B Real Estate / CGU Housing
- K Risk Management & Employee Benefits
- P Telephone Office

### COORDINATED FACILITY

- U W.M. Keck Science Center – CMC, Pitzer, Scripps

### CLAREMONT GRADUATE UNIVERSITY

- 14 Academic Computing Building
- 10 Albrecht Auditorium
- 20 Art Building
- 13 James A. Blaisdell Fountain
- 2 Burkle Family Building
- 6 English House
- 21 Facilities Office
- 10 GMB
- 1 Graduate Residence Halls
- 12 Harper Hall
- 9 Harper Hall East
- 3 Higher Education Abstracts
- 18 History / Cultural Studies
- 16 Humanities Center
- 15 Institute for Antiquity and Christianity
- 5 Jagels Building
- 8 Mathematics House
- \*11 McManus Hall
- 9 Music House
- 4 Office of Career Services
- 17 Philosophy House
- 7 Stone Center for Children's Books

### KECK GRADUATE INSTITUTE

- 2 517 Watson Drive
- 1 535 Watson Drive

\* Admission Office

### CLAREMONT McKENNA COLLEGE

- 5 Adams Hall
- \*1 Admission and Financial Aid Office
- 22 Appleby Hall
- 44 Arce Baseball Field
- 30 Auen Hall
- 33 Axelrod Aquatics Center
- 16 Badgley Garden
- 37 Bauer North
- 36 Bauer South
- 15 Beckett Hall
- 19 Benson Hall
- 20 Berger Hall
- 25 Boswell Hall
- 42 Burns Stadium
- 35 Butler Plaza
- 46 The Children's School
- 13 Collins Dining Hall
- B Marian Miner Cook Athenaeum
- 39 Cramer Walkway
- 5 Davison Lecture Hall
- 32 Ducey Gymnasium
- 7 Emmett Student Center
- 29 Fawcett Hall
- 1 Financial Aid Office
- 9 Flansom Plaza
- 37 Founders Room
- 31 Gould Plaza
- 26 Green Hall
- 47 Hammer Throw
- 12 Heggblade Center
- 17 Marks Hall
- 10 McKenna Auditorium
- 48 Mills Offices
- 27 Parents Field
- 21 Phillips Hall
- 2 Pitzer Hall
- 38 Pritzlaff Field
- 40 Reichardt Plaza
- 3 Roberts Hall North
- 4 Roberts Hall South
- 6 Seaman Hall
- 43 Softball Field
- 28 Stark Hall
- 14 Story House
- 45 Student Apartments
- 18 Tea Garden
- 34 Tennis Courts
- 32 Wells Fitness Center
- 23 Wolford Hall
- 41 Zinda Field

### HARVEY MUDD COLLEGE

- 19 Atwood Residence Hall
- 2 Beckman Hall (below ground level)
- 13 Bell Swimming Pool
- 11 Braun Liquidambar Hall
- 20 Case Residence Hall
- 17 East / Mildred E. Mudd Residence Hall
- 22 Foothill Apartments
- 18 Garrett House
- 5 Galileo Hall
- 6 Hixon Court
- 7 Jacobs Science Center
- 8 W.M. Keck Laboratories
- \*9 Kingston Hall
- 24 Linde Activities Center
- 23 Linde Athletic Field
- 21 Linde Residence Hall
- 15 Marks Residence Hall
- 16 North Residence Hall
- 1 F.W. Olin Science Center
- 4 Parsons Engineering Building
- 12 Joseph B. Platt Campus Center
- 3 Sprague Memorial Library
- 25 Facilities & Maintenance
- 10 Thomas-Garrett Hall
- 14 West Residence Hall

### PITZER COLLEGE

- 15 Arboretum
- 4 Avery Hall
- 7 Bernard Hall
- 13 Brant Tower
- \*1 Eddythe & Eli Broad Center
- 2 Broad Hall
- 5 Fletcher Hall
- 3 Gloria & Peter Gold Student Center
- 14 Grove House
- 10 Holden Hall
- 9 McConnell Center
- 11 Mead Hall
- 12 Pellissier Mall (Mounds)
- 8 Sanborn Hall
- 6 Scott Hall

### POMONA COLLEGE

- 35 Alexander Hall for Administration
- 9 Andrew Science Building
- 19 Athem Field
- 65 Baldwin House
- 29 Baseball Field
- 13 Bixby Plaza
- 25 Blanchard Park
- 27 Brackett Observatory
- 47 Bridges Hall of Music
- 40 Carnegie Building
- 14 Clark I
- 16 Clark III
- 11 Clark V
- 66 Cook House
- 63 Cottages
- 37 Crookshank Hall
- 6 Dean of Students House
- 2 Faculty Offices
- 156 W. 7<sup>th</sup>
- 53 Frank Dining Hall
- 15 Frary Dining Hall
- 57 Gibson Computer Lab
- 52 Grounds Building
- 39 Hahn Building
- 30 Haldeman Pool
- 59 Harwood Court
- 55 Kenyon House
- 18 Lawry Court
- 47 Le Bus Court
- 60 Lyon Court
- 41 Marston Quadrangle
- 38 Mason Hall
- 31 Merritt Football Field
- 8 Millikan Laboratory (Math / Physics)
- 58 Mudd / Blaisdell Hall
- 5 Mudd Science Library
- 45 Museum of Art
- 16 Norton Hall
- 49 Oldenberg Center
- 50 Oldenberg Residence
- 20 Pauley Tennis Complex
- 36 Pearsons Hall
- 56 Pendleton Dance Center
- 61 Pendleton Pool
- 42 President's House
- 32 Rains Center for Sport and Recreation
- 46 Rembrandt Hall
- 64 Renwick House
- 28 Replica House
- 54 Rogers Tennis Complex
- 7 Seaver Academic Computing Center
- 43 Seaver House
- 3 Seaver North (Chem Lab)
- 4 Seaver South (Biology / Geology)
- 51 Seaver Theater
- 33 Smiley Hall
- 34 Smith Campus Center
- 12 Smith Tower
- 23 Soccer Field
- 68 Softball Field
- 26 Sontag Greek Theater

- 22 Strehle Track
- \*48 Summer Hall
- 67 Summer House
- 44 Thatcher Music Building
- 1 Thille Botany Building
- 21 Tennis / Track Office
- 24 Track / Grounds Office
- 10 Walker Hall
- 17 Walton Commons
- 68 Wig Beach / Softball Field
- 62 Wig Hall

### SCRIPPS COLLEGE

- \*10 Balch Hall
- 20 Baxter Hall
- 3 Browning Hall
- 1 Clark Hall
- 12 Clark Museum
- 9 Denison Library
- 4 Dorsey Hall
- 12 Bette Cree Edwards Humanities Building / Auditorium
- 25 European Union Center
- 14 Margaret Fowler Garden
- 6 Frankel Hall
- 26 Garrison Theatre / Performing Arts Center (under construction)
- 27 Grounds Building
- 24 Intercollegiate Women's Studies Center
- 7 Jungles – Winkler Hall
- 15 Kimberly Hall
- 23 Florence Rand Lang Art Studios
- 11 Malott Commons
- 13 Music Building and Dance Studio
- 17 Revelle House
- 6 Routt Hall
- 5 Routt Apartments
- 22 Ruth Chandler Williamson Gallery
- 8 Service Building
- 28 Swimming Pool
- 21 Millard Sheets Art Center
- 25 Summer Con. / H.R.
- 19 Harry and Grace Steele Hall
- 2 Toll Hall
- 16 Wilbur Hall

### AFFILIATED INSTITUTIONS

### RANCHO SANTA ANA BOTANIC GARDEN

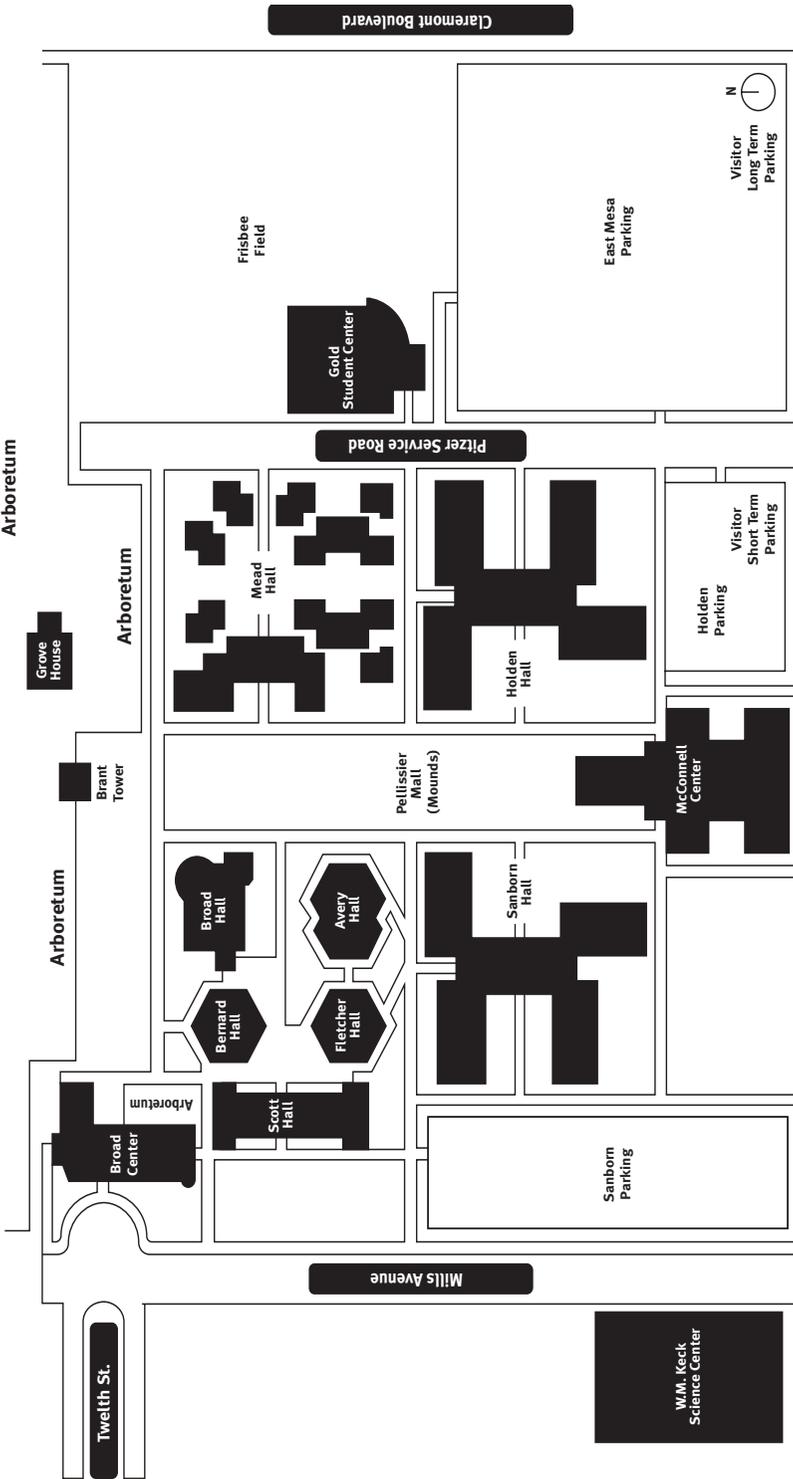
- 1 Administration
- 3 Home Demonstration Garden
- 1 Plant Science Center
- 2 Research & Horticulture Complex

### CLAREMONT SCHOOL OF THEOLOGY

- 3 Ancient Biblical Manuscript Center
- 2 George W. Butler Building
- 4 Cokesbury Bookstore
- \*5 Colwell Admin. Building
- 6 Craig Academic Building
- 2 Davis Community Center
- 5 East Student Housing
- 4 Kresge Memorial Chapel
- 3 Library
- 1 Seely G. Mudd Theater
- 8 Northwest Student Housing
- 9 West Student Housing



# PITZER CAMPUS MAP



map not to scale

# PITZER CAMPUS MAP LEGEND

## **Avery Hall**

Audio Visual Services  
Avery Auditorium  
Classrooms  
Faculty Offices  
Photography Lab  
Public Relations

## **Bernard Hall**

Classrooms  
Center for California Cultural and  
Social Studies (CCCSI)  
Duplicating  
Faculty Mailroom  
Faculty Offices  
Faculty/Staff Lounge  
Information Technology Office  
Student Computing Laboratories

## **Broad Hall**

Anthropology Lab  
Classrooms  
Computer Classrooms  
Faculty Offices  
Information Technology Offices  
Language Laboratory  
Paleoanthropology Lab  
Psychology Laboratories  
Social Science Interview Room

## **Edythe and Eli Broad Center**

Admissions Office  
Classrooms  
Faculty Offices  
Nichols Gallery  
Performance Space  
President's Office

## **Fletcher Hall**

Classrooms  
Dean of Faculty  
Faculty Offices  
Intercollegiate Dept. of Black  
Studies-IDBS

## **Gloria and Peter Gold**

**Student Center**  
Basketball Court  
Circle Gallery  
Fitness Facility  
Multi-purpose Room  
PACT Office  
Pool and Terrace  
Student Governance Office  
Volleyball Courts

## **Grove House**

Barbara Hinshaw Memorial Gallery  
Bert Meyers Poetry Room  
Ecology Center  
Grove House Kitchen  
Meeting Rooms  
Women's Center

## **Holden Hall**

Classrooms  
Residential Rooms  
Study Areas  
The Pit (student store)

## **McConnell Center**

Advancement Office  
Alumni Office  
Art Studios  
Dining Hall  
Facilities/Maintenance Office  
Founders Room  
Frederick Salathe Atrium  
Human Resources  
Mailroom

## **McConnell Living Room**

Private Dining Room  
Salathe Gallery  
Treasurer's Office

## **Mead Hall**

Career Services  
Center for Asian Pacific American  
Students (CAPAS)  
Intercollegiate Dept. of Asian  
American Studies (IDAAS)  
Lucian Marquis Library  
New Resources Lounge  
Residential Rooms  
Study Areas

## **Sanborn Hall**

Residential Rooms  
Sanborn Art Studio  
Study Areas  
Writing Skills Center

## **Scott Hall**

Classrooms  
Center for Intercultural and  
Language Education  
External Studies  
Faculty Offices  
Film Video Program  
Financial Aid  
Housing Office  
Language Institute  
Office of Student Affairs (OSA)

## **PACE**

Registrar  
Special Programs Office  
Student Accounts

## **W.M. Keck Science Center**

Burns Lecture Hall  
Classrooms  
Faculty Offices  
Laboratories

